

# BUSINESS STUDIES

## Guidelines for Contributors

1. **Two copies** of the manuscript, neatly typed in **MS-Word** with **1.5 spacing**, using the **theme font type Times New Roman** and **font size 12** should be submitted to the Editor, Business Studies, journal of the Department of Commerce, University of Calcutta. The **title of the paper**, the **author's name, designation and institutional affiliation, acknowledgement**, etc., should be indicated in a **separate cover page**. The **title of the paper** should also be mentioned in the **first page** of the **manuscript**.
2. An **abstract** of the **paper**, not exceeding **100 words**, and the **key-words (maximum 5)**, should be submitted along with the **manuscript**.
3. The **paper** should not usually exceed **5000 words**.
4. A **duly signed self-declaration** that the **paper is original** and that **it has not been published/submitted for publication elsewhere** must be furnished along with the manuscript.
5. All accompanying **tables, graphs and figures must be displayed** using either **MS-Excel or MS-Word** and should be included in the **hard copy** as well as the **soft copy** of the **manuscript**. No **handwritten/drawn/ traced figures** will be accepted.
6. For reference purposes, **footnotes should be avoided**. Any **notes** to the **text** should appear at the end of the paper, before the **list of references**, as **endnotes**.
7. For **citation of relevant reference** in the **body of the text**, the author's surname and year of publication should be mentioned as: (Gray, 2003). Alternatively, the **relevant reference** may be **cited** as: Gray (2003) observes.....
8. The **list of references** should be in **alphabetical order**, containing only the books and articles cited in the text and URLs visited. References should be styled as below.
  - **Book**  
Choi, F.D.S. and Mueller, G.C. (1984). *International Accounting*, Prentice Hall, New Jersey, 742-779.
  - **Paper in Journal**  
Spencer, M.H. (1963). Axiomatic Method and Accounting Science, *The Accounting Review*, 10 (3), May, 29-42.
  - **URLs**  
<http://www.caluniv.ac.in> (last accessed on.....)

Articles should be submitted and all editorial correspondence should be addressed to:

**The Editor, Business Studies**  
**Department of Commerce**  
**University of Calcutta**  
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