

Name of the Journal: “*Kolhan University Journal of Commerce and Management.*”

A Refereed Bi-annual Research Journal.

About the Journal:

The Journal will be bi-annual publication of the University Department of Commerce and Business Management, Kolhan University, Chaibasa (West Singhbhum) to disseminate knowledge and information in the area of trade, commerce, business and management practices. The Journal focuses on theoretical, applied and interdisciplinary research in commerce, business studies, management, economics, entrepreneurship development, psychology, philosophy, sociology, international business and law.

The Journal aims to publish high quality manuscripts, review articles, conceptual papers, technical reports, case studies and book reviews. The Journal will focus to promote greater understanding of new dimensions in Commerce, Management and their allied areas. The journal will be published initially in print version and then online version in later stage.

- **Chief Patron: Hon’ble Vice-Chancellor, Kolhan University, Chaibasa.**
- **Patron: Hon’ble Pro- Vice-Chancellor, Kolhan University, Chaibasa.**

Editorial Office:

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Kolhan University, Chaibasa – 833202.

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Publication Policy:

All received manuscripts will be initially scrutinized for suitability within the Journal. If found suitable, article will be further sent to a reviewer. The scrutinized manuscripts will pass through double blind review process. On receipt of feedback, the editorial board will analyze the feedback and then decide to accept or reject or revise the paper. If the paper is accepted, we will send pre-print version to author(s) for corrections (if any). The editorial board reserves the right to make necessary editorial amendments in the final manuscript to suit the Journal's format. Single complimentary copy will be provided to all member authors. Papers will be accepted purely on the basis of merit.

Guidelines for Authors:

A. General Guidelines:

1. This journal is a double blind peer review journal.
2. All submitted manuscripts should not be under submission at any another Journal or under consideration for publication in any other form.
3. After submitting the manuscript, until the editorial decision is communicated, without prior approval from the editor-in-chief, authors cannot publish the manuscript in other publication.
4. Once accepted for publication, author(s) will be intimated about the specific issue of journal in which the article is going to be published.'
5. The editor-in-chief reserves the right to amend the publication policy and guidelines as and when required.
6. The manuscripts are welcomed for submission from academicians, professionals, researchers and students.

B. Submission Guidelines:

1. Manuscripts in separate attachment to be sent to the e-mail id of the Department.
2. Maximum length of the manuscript will be 4000 words.
3. Main attachment should contain full text content including title of the manuscript.
4. An abstract of not more than 200 words and up to 6 key words should be sent along with the full text paper.
5. The manuscript text should be 1.5 lines spaced and should be typed in “Times New Roman Style” with a font size of “12 pts and 1 inch margin” all around on A4 size paper.
6. Tables and figures should be numbered in Roman Numerals and must appear in the body of the manuscript and sources of data used in both tables and figures should be duly acknowledged as a footnote to the same. Abbreviations and acronyms should be duly described in the main text of the manuscript.
7. Reference and footnotes should be placed at the end of the manuscript. The list should mention only those sources cited in the text of the manuscript.
8. The author(s) should send the soft copy of the manuscript typed in MS-Word at the e-mail id of the Department. A hard copy of the manuscript should also be sent to the editorial office address.

C. Citation Style:

1. Cite references in the text by mentioning last name and then the year.

➤ **Note:** The views expressed by the authors/ co-authors in their articles contained in the edition of the Journal will be their own. They don't reflect the views of the Department, Editorial Board or of the institutions where they work in any manner.

Review Process:

All manuscripts will undergo initial screening. If found suitable, the manuscript will be forwarded for the double blind peer review. The editorial board reserves the right to finally accept, reject or revise the paper in light of the report submitted by the reviewer(s). The screening and review process may extend to a period of two months.

ISSN No.: The Department will proceed for getting ISSN No. for the Journal.

Call for Papers:

University Department of Commerce and Business Management, Kolhan University, Chaibasa (West-Singhbhum) is going to publish a refereed bi-annual research Journal titled "*Kolhan University Journal of Commerce and Management.*" With pleasure we invite your research paper for the Journal Vol. I, Issue 1 with firm belief that your contribution will enrich the academic and intellectual content of the Journal.

For submission of abstract and full paper, you are requested to follow strictly the guideline for author(s).

Submission should include title page which clearly indicates the name(s) of the author(s), affiliation, complete mailing address, telephone/mobile number, e-mail id and title of the paper.

We invite research papers both in soft copy and hard copy from academicians, professionals, entrepreneurs, research scholars and the students latest by 6th May, 2019 to reach at the following address:

Head, University Department of Commerce and Business Management

Kolhan University, Chaibasa, West-Singhbhum, Jharkhand (833202).

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