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ABOUT THE COLLEGE

Apeejay College of Fine Arts, Jalandhar, a premier institution established in 1975 under the aegis of Apeejay Education Society with late Dr. Stya Paul as its revered chairman. Apeejay is totally committed to the cause of quality education and is running as many as 29 educational institutions in different parts of the country besides Apeejay Stya University, Gurgaon, Haryana. Apeejay College of Fine Arts, Jalandhar has been declared as a Center of Excellence under the 11th plan of University Grants Commission (UGC). Moreover, it has been awarded "A" grade during the re-accreditation process by National Assessment and Accreditation Council (NAAC), Bangalore with the phenomenal score of 3.45 on a 4 point scale. Another feather in the cap of Apeejay was added with its 16th consecutive victory in the Inter Zonal Guru Nanak Dev University (GNDU) Youth Festival and Inter University North Zone Youth Festival.

Focusing on the development of the new cadre of business professionals with the global vision, the Department of Commerce and Management of Apeejay College constantly organizes national and international programs. During the academic year (2012-13) the Department organized a successful *International Conference*. The department has been making its contribution in the complex and multidisciplinary field of management through an International Refereed Journal entitled "Envision" which endeavors to promote and disseminate knowledge in various areas like finance, marketing, human resource management, international business, risk management, globalization and related areas. Over the past 11 years of its published history the journal has become a useful knowledge repository of original researches, perspectives and case studies.

GUIDELINES FOR AUTHORS

Department of Commerce & Management, Apeejay College of Fine Arts, Jalandhar invites research papers, case studies and book reviews for their International Refereed Journal 'ENVISION' in all functional areas of Business and Management. The detailed submission guidelines are as follows:

1. Electronic copy of manuscripts should be submitted as email attachment in MS-Word doc file. Maximum length of the manuscript should be 4000 words.
2. The submitted manuscripts should be original piece of work. Such work should not have been published in any other journal and also should not be under consideration for publication in any other form.
3. As the manuscripts undergo blind review process, the file should contain separate title page which should provide the names of all the authors, their institutional affiliation, mailing address, email id and telephone number. The name of the authors should not appear on any page of the manuscript other than title page.
4. One separate page including title of the manuscript and abstract should be included in the manuscript. The length should not exceed 200 words. The abstract should be brief, self contained and explicit. The objectives, methodology and findings should be clearly stated in the abstract.
5. The text should be double spaced and typed in Times New Roman style with a font size of 12 pts and 1 inch margin all around. Use standard indentation for paragraphs.
6. Footnotes should appear at the bottom of the page on which they are cited / referenced.
7. Table and figures should be numbered in Roman numerals and should appear in the body of the manuscript. Sources of data should be duly acknowledged.
8. Equation editor should be used to type mathematical equations used in the study.
9. Research methodology used in the paper should be explained in detail. Time period of the study must be mentioned therein.
10. Authors should also provide their brief autobiographical sketch (80-100 words) including institutional affiliation, experience, area of interest, membership of editorial boards, professional/academic organizations and companies, awards etc.
11. References should be arranged alphabetically by the last name of the first author of each work. If you have more than one work by the same author(s), list them in order by the year of publication, starting with the earliest. Follow Title Case for the Titles of Papers, Books, Articles and Journal titles etc.

Reference Styles:

Book

Hochschild, A.R. (1983). *Inside The Financial Markets*. New York:Wiley.

Article in an Edited Book

Van Maanen, J., & Kunda, G. (1989). Real Feelings: Emotional Expression And Organizational Culture. In L.L. Cummings, & B.M. Staw (Eds), *Research in Organizational Behavior* (pp. 43–103). Greenwich CT: AI Press.

Conference Proceedings

Akaike, H. (1973). How to Choose an Useful Simulation Software. In D.M. Smith, J. Stephenson, & R. N. Zobel (Eds.), *Proceedings of the 1989 European Simulation Multiconference* (pp.39-43). SCS, San Diego: Society for Computer Simulation International.

Journal Article

Tocher, K.D. (2002). Review of Simulation Languages. *Operational Research Quarterly*, 16 (2), 189-217.

Article from the Web

Spiller, S & Crown, D.F. (1995). Changes over Time: An Academic Dishonesty at the Collegiate Level. In: Athanasou, J.A. & Olasehinde, O. (Ed.). *Male and Female Differences in Self-Report Cheating. Practical Assessment, Research & Evaluation*, 8(5). Retrieved from www.mngt.waikato.ac.nz/ejrot/cms_conference/2001/Papers/Gender/Hort

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