

Bharat Journal of Case Studies (BJCS)

Guidelines

Manuscript Submission Guidelines: Manuscript Submission Guidelines: Bharat Journal of Case Studies.

Submission of Manuscripts and editorial correspondence should be sent electronically, as an attachment to an email, using Microsoft Word or another common word processing program, to the following address:

Editor: Dr. Shweta Mittal

Only manuscripts of a high quality that align with the aim and scope of the Bharat Journal of Case Studies will be reviewed.

To submit work or have it published in this journal, there are no costs.

To proceed with the submission process, you will be required to warrant that you are submitting the original work, that it hasn't been published before and is not being considered for publication elsewhere, and that you have the necessary permissions to reproduce any copyrighted works you do not own.

Aims and Scope

Bharat Journal of Case Studies (BJCS) is a peer-reviewed, bi-annual journal of the Indian Institute of Public Administration, Delhi (India). The journal aims to publish high-quality analytical cases, evidence-based case studies, problem-solving, decisional, and applied-type cases on public policy and management concepts. The cases must have a dilemma (also known as a case issue) and a protagonist around whom the case issue will revolve.

Preferred Case Focus

Cases from all management and public policy disciplines are welcomed, including but not limited to the following:

- Innovation, entrepreneurship, sustainability and CSR, human resources management, organization development, transnational cultural impacts, knowledge management, and technology management;
- Strategy, management interventions, organization experiences and practices, management science, management decision-making, globalization, international trade;
- Operations management, logistics, supply chain management, service operations management, marketing management, information technology;
- Social enterprise management, NGOs, public sector management, civic administration, public-private partnership.

- Ethics, corporate governance, ecology, financial inclusion, business excellence, business process reengineering, Accounting, and finance.
- Public Policy: Security, health, Economy, Environment, Social Protection, Governance, Industrial relations, Poverty, Energy, Globalization.

Journal prefers problem identification, decision-focused, application-based cases containing contextual dilemmas (such as ethical issues), cases that deal with recent business or people-related issues, before the reader within the first two paragraphs, including controversy, contrasts, conflicts, and other dramatic elements, all such cases will need the presence of protagonist. Cases written with primary data must obtain consent to publish from the target organization or single firm cases written with secondary data. They must be written using 5000 words or less – tables and figures included

The Positioning Of The Journal

BJCS aspires to be known as a case-focused research journal which

1. Publishes FRESH cases from India
2. Review cases with an approach to IMPROVE rather than reject
3. Responds QUICKLY: Revolving Door Desk review within 1-2 weeks and Transparent Peer review within 2-3 weeks.

Please Format Your Submissions As Per The Following Guidelines:

- All submissions should only be in MS word document.
- Follow APA style. Take extra care in the reference section. Check if all citations are appearing in the reference section and vice-versa.
- Remove all notes. Convert them into citation and referencing. For a case written with the help of secondary data, endnotes may be retained.
- Ensure the proper style of citation and referencing for materials downloaded from the website. Most of the journals follow 'Retrieved from...' and 'Accessed on...'
- Use UK English. Write 'Analyse' instead of 'Analyze'. Write 'Colour' instead of 'Color'.
- All figures and tables should be in black and white. Colour displays are not acceptable.
- Please remember that in a black and white print, reproduction of half-tone figures is of poor quality.
- As much as possible avoid copy paste of tables and graphs. Redraw afresh. Copy pasted figures or tables are not accepted.
- Each table and each figure should have table and figure numbers and titles. Separate numbering for tables and figures. Each table and figure must have a source.
- The entire document, including tables, figures, and graphs, must be in Times New Roman 12 point font size with 1.5 line spacing. Follow APA style
- Exercise utmost care to avoid spelling and grammatical errors. Proofread the copy carefully. Take help of experts
- The full document, including abstract, tables, figures, graphs and references, should not exceed 5000 words.

- For the benefit of the international audience, all financial figures expressed in any currency should have USD equivalent as well. Units of million and billion should be used.
- Annexures (diagrams, images, figures, tables, graphs): Please follow instructions as detailed in the section 'The Guidelines'.
- Endnotes: These should be consecutively numbered and presented at the end of the article.
- Bio briefs: Please furnish brief particulars of each author in not more than 25 words.
- No need to submit a teaching note. The journal does not publish a teaching note.

Declaration

- Each submission must be accompanied by a Declaration (format as under) signed by all the authors. Please pick what is applicable from the below.
 - The submission is original, unpublished, and not submitted simultaneously to any journal/ conference/seminar for consideration of publication/presentation.
 - Formal permissions have been obtained from responsible authorities for the use of copyrighted information, and reproductions. These are attached vide list enclosed.
 - We have used primary sources of information/information from a sponsored research study/ project. The permission from a responsible authority to use the same is attached.
 - We have used only secondary sources of information as available in the public domain and none of these is copyrighted.
 - We alone are responsible for the correctness of events, the accuracy of information and data used, and charges of plagiarism. We have followed ethics and research protocol.
 - We agree to the terms of publication and transfer of copyrights to IIPA.

The Guidelines

- Contributors must provide their affiliation, complete postal and e-mail addresses. In case there are two or more authors, the corresponding author's name and contact details should be clearly indicated on the first page.
- It is the author's responsibility to disclose any potential conflict of interest regarding the manuscript.
- All figures, i.e., diagrams, images and photographs, and tables should be provided separately from the text at the end and numbered in the order that they appear in the text. Locations of tables and figures should be indicated in the text using callouts (e.g., '[see Table 1]'). Each figure and table should have a heading, an explanatory caption if necessary, and a source or reference in a separate file.
- Black and white illustrations must be supplied electronically at a resolution of at least 300 dpi and 1500 pixels, like .eps, .tif or .jpg files. They should be saved separately from the article file. All figures should have short descriptive captions and source details typed on a separate sheet. Even for photographs/images available in the public domain, it should be ascertained

whether or not their reproduction requires permission for purposes of publishing (which is a profit-making endeavor).

- Endnotes should be numbered serially, the numbers embedded in the manuscript. The notes should be presented at the end of the article. Notes must contain more than a mere reference.
- Use British rather than American spellings. Use the ‘z’ variant of British spelling.
- It is the responsibility of authors to ensure that their articles are written in an acceptable international standard of English.
- Submissions should use non-sexist and non-racist language.
- When referring to social actors ‘woman/women’ should be used, not ‘female/females’, unless the context requires otherwise. Similarly, ‘man/men’ should be used, not ‘male/males’. ‘Female’ and ‘male’ should be used when referring to the construction of social identity.
- Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text and indented with a line space above and below.
- While referring to periods/decades, use ‘nineteenth century’/‘1980s’. Spell out numbers from one to nine, 10, and above to remain in figures. However, for exact measurements use only figures (3 km, 9 percent not %). Use thousands and millions (e.g., not lakhs and crores).
- Use of italics and diacriticals should be minimized but used consistently. Avoid excessive use of italics for emphasis, but use italics for book titles, journal names, and foreign words.

Plagiarism

Bharat Journal of Case Studies takes issues of copyright infringement, plagiarism, or other breaches of best practices in publication very seriously. To uphold the rights of our writers, we constantly look into allegations of plagiarism and improper use of our published works. In addition, we work to guard the journal's reputation against wrongdoing. Software designed to detect duplication can be used to review submitted publications. We reserve the right to take action, for example, in cases where an article is discovered to have plagiarised another work, featured content protected by third-party copyright without permission or with insufficient acknowledgment, or in cases where the authorship of the item is disputed.