



# International Conference of Business & Management Dynamics

Keizersgracht and Tennant Street | Zonnebloem | 8000 | Cape Town

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## QUALITY CONTROL AND REVIEW PROCESS

For manuscript submission please read following guidelines. All manuscripts submitted for publication will follow these guidelines. Manuscripts must be sent as an email attachment. Acknowledgement of manuscript submission will be sent to author(s) within 48 hours.

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### Review Process

All manuscripts are subject to double blind review. Papers will be initially scrutinized and screened by the editor and members of the editorial board for relevance, scope, quality and similarity and then by experienced reviewers around the world. Feedback will be given to authors as early as possible, as we make every effort to complete the review process within 8-10 weeks. Editorial board aims to publish accepted manuscripts within 12-14 weeks after submission.

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### Manuscript Submission

Author(s) should write and format their manuscript according to following guidelines. Failing to do this, the editor may decline to review the manuscript at early stage.

All manuscripts must be in MS Word (Doc/Docx) format.

- (a) First page should contain title of the study, name(s) of the author(s), affiliation, telephone number and email address.
- (b) Mailing address of the correspondence author should also be mentioned.
- (c) Do not write authors name elsewhere in the manuscript as the paper will be sent for blind review.
- (d) Title of the paper should be precise, concise and in bold.
- (e) Second page should contain title and abstract of maximum 250 words followed by five (5) keywords.
- (f) Abstract should concisely convey the significance of the study.
- (g) Rest of the paper should contain introduction to the topic, review of literature, methodology, results and discussion, conclusion, recommendations, acknowledgement (If any) and references.
- (h) Article/research paper should be written in English in simple, concise, and correct language.
- (i) Manuscript should be formatted using single space, font Cambria, font size 10 and all running text citation should be listed in reference section.
- (j) Format consistency is expected in writing the research articles from the author(s).
- (k) Tables should be numbered with Arabic format.
- (l) Tables should be in MS word and preferably placed where interpretation of table is carried out. Table should not be enclosed on separate sheet.
- (m) Figure(s) should be cited in Arabic format. For Example; Figure 1. Figure(s) should be clear enough to read and interpret.
- (n) All mathematical equations should be typed as text. For this purpose equations editor is preferred. Equation in the form of image is not acceptable.
- (o) List of non- standard abbreviations will be added by the author(s).
- (p) Running text citation should be given properly like Armstrong (2001), (Simon, 2001), Fullan & Scott (2009).
- (q) References at the end should appear alphabetically. Please follow latest edition of APA referencing style for every type of reference.



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(r) Paper from previous issues can be used as reference for formatting purposes.

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## Journal Paper Reference

Lovichakorntikul, P. & Walsh, J. (2011). Effective Channels for Establishing an Irlen Centre to Help People with Reading Problems in Thailand. *Information Management and Business Review*, 2(3), 99-105.

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## Book Reference

Kotler, P. (1997). *Marketing Management: Analysis, Planning, Implementation and Control* (9th ed), Englewood Cliffs, NJ: Prentice Hall International.

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## Publication Decisions



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## Any Queries

If you have any query please contact Editor-in-chief Dr Michael Twum-Darko at Cape Peninsula University of Technology, Faculty Business and Management Sciences at [darkom@cput.ac.za](mailto:darkom@cput.ac.za)