

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.

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.

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 Harvard referencing style for every type of reference.
 - (r) Paper from previous issues can be used as reference for formatting purposes.
-



International Conference of Business & Management Dynamics

Hannover and Tennant Street | District Six | 8000 | Cape Town

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.

Book Reference

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

Open Access Policy

This is an open access journal; all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author. This is in accordance with the BOAI definition of open access.

Copyright Policy

Author (s) should affirm that the material has not published previously. It has not been submitted and it is not under consideration by any other journal. ICBMD will be the holder of copyright of published articles and we prefer authors to assign copyright to ICBMD. Copyright assignment has the advantage for the needs of the scholars. Since there is a need to keep record of the scholarly work, which has been edited, peer-reviewed and accepted in a journal, which confers a recognized, legitimate status on an article. For these reasons, we need these rights to assure the scholars and readers that they are using the genuine research work. At the same time author(s) need to execute a publication permission agreement to assume the responsibility of the submitted content and any omissions and errors therein. Editorial team at ICBMD solely edits and formats manuscripts to bring uniformity and standardization in published material.

Publication Ethics

All authors should be aware of the importance of submitting work that is based on their own research and expressed in their own words. It is our policy to welcome submissions for consideration which are original and not under consideration for any other publication at the same time. As part of our Copyright Policy, following are the guidelines to help authors in understanding some critical practices. Our approach is specifically aimed at promoting and protecting authors' work.

International Conference of Business & Management Dynamics

Hannover and Tennant Street | District Six | 8000 | Cape Town

Publication Decisions

Editor is responsible for deciding which of the papers submitted to the journal should be published. Editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. Editor may confer with other editors or reviewers in making this decision.

Fair Play

An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality

Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Plagiarism

Plagiarism is considered to be bad practice and unethical. All types of plagiarism like Verbatim Copying, Paraphrasing and Self Plagiarism should be avoided. Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

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