MANUSCRIPT PREPARATION GUIDELINES FOR AUTHORS OF THE INTERNATIONAL JOURNAL COMPUTER & BUSINESS RESEARCH

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Abstract: This document contains a short summary about how to prepare manuscripts before their submission and publication in IJCBR. Papers/articles have to be formatted according to the current layout and page size. Use only Times New Roman font for preparing manuscript. Title shall be typed in 16 point font followed by author(s) description in 12 point font single space. Each manuscript requires an abstract with a length of 10 – 15 lines in 10 point font in single spacing, followed by 5 – 7 keywords. Use 12 point font and 1.5 line spacing elsewhere in the manuscript. Section headers will be bold faced sentence case whereas sub-section header will be in normal style, both indented at 0.5 inch. Leave 1 inch margin for each – top, bottom, left and right; 0.5 inch margin for header and footer each.

Keywords: keyword1; keyword2; keyword3.

1. Introduction

Submissions to the *International Journal Computer & Business Research* (IJCBR) should be written in correct British/Indian English. Please consult a native speaker or a knowledgeable colleague for help, if necessary. Please follow the instructions mentioned in this document. Please submit your manuscript exclusively as one single document including the entire text as well as all tables and figures. Please note that papers *must* be restricted to a total of ten pages using this template including figures/tables and references. Large numbers of figures should be avoided.

2. Title information

The manuscript should begin with the title of the paper in title case letters except abbreviations. It is followed by the names of all authors (with first name initials or full names) and the corresponding institutions (from the smallest to the largest unit, e.g. group, department, and university) with addresses, as given in the above example

Please identify the corresponding author unambiguously and add his/her electronic mail address and, optionally, phone and fax numbers in a footnote. A corresponding address valid for the entire period from submission until publication of the paper must be given either in the manuscript or in the covering email. This is especially important in cases where the current address deviates from the author's affiliation in the paper.

3. Manuscript layout

3.1   File formats and templates

Please prepare your manuscript electronically using Microsoft Word (or compatible formats like RTF). All textual material of the paper (including tables, captions, etc.) should be in a single file. Use *Times New Roman* font and 1.5 spacing for manuscript. Other fonts may be used only in cases necessitated by the research problem. In such cases the font support for Windows shall have to be supplied along with manuscript submission.

Section headings on all (preferably not more than three levels) should be consecutively numbered by decimal numbers as 1, 1.1, 1.1.1 etc. Sub-section numbering beyond three levels should be avoided. For example **"1.2.3.4 Sub-sub-sub-section"** shall be avoided.

3.2   Figures and tables

Figures must be carefully prepared in a good contrast. Lettering and symbols should be clear and large enough in the final figure size. Avoid small open symbols, small dots, small decimal points, and hairlines, close-dotted or short-dashed lines. For symbols and units, avoid writing alpha, Ohm, degree; instead use Greek and special characters instead: α, Ω, °. Figure and Table numbering should increase sequentially in the manuscript from top to bottom, i.e. Figure/Table numbers should look like -

Figure 1, Figure 2, Table 3, etc. Each table and figure named as well as numbered. Table number/name should appear on the table top; whereas the figure number/name should appear at the bottom of the figure.

Table 1 A table should preferably be centred

Year	Random data	Random data
2006	1123	1795
2007	2478	2026
2008	7410	1400

Figure 1 An Untitled Figure. If a figure is very wide and therefore must span the whole page width, the standard half-inch left indent may be skipped. Please note that the last word/phrase of the caption ends with a period(full stop).

When composing a figure, avoid using separate drawing objects/elements in Word such as arrows, boxes, symbols or letters, since these are often lost if a figure must be extracted from the Word file during typesetting. All elements of a figure should be grouped together as one graphic/picture object.

3.3   Formatting of references

List all authors when there are two or fewer. If more than two authors, list the first author followed by "et al." References in the list should appear in order of their chronology (order of year of publication). References' format shall include authors' last names followed by their initials (no periods), year of publication in parentheses,

title and subtitle (if any) of the book/paper/article in italics, followed by name of the publisher (name of journal in case of paper/article), its edition (volume number and issue number in case of journal) and page numbers.

Citation of book/journals in the text should include the last name of the first author and year of publication with in parentheses. In case there are more than one citations of the same first-author in a year then a number (1, 2, 3 etc.) may be used in addition to year of publication (separated by a hyphen). For example, consider following two references:

Singh, V (2010) "On the downside of the Internet," International Journal of Computer and Business Research, Vol. 1, No. 2, pp. 20-23.

Singh, V (2010) "On the downside of the Social Networking Sites," International Journal of Computer and Business Research, Vol. 1, No. 1, pp. 29-32.

If we want to cite the latter paper, we shall have to write (Singh, 2010-2)

Citations from Conference Proceedings are mentioned in the following way:

Dietrich S et al. (2000) *Analyzing distributed denial of service attack tools: The shaft case*, Proceedings of 14th Systems Administration Conference, New Orleans, Louisiana, USA, 329-339.

For example:

. . . DDoS attack is initiated in 2-phases (Mirkovic, 2004) i.e. Recruiting phase and Action phase.

Mirkovic J. and Reiher P (2004) *A Taxonomy of DDoS Attack and DDoS Defense Mechanisms*, ACM SIGCOMM Computer Communications Review, Volume 34, Number 2, pp. 39-53.

3.4   Difference between References and Bibliography

References are the list of sources and works directly cited in the text and a bibliography is a general reading list - the two must not be combined. In both cases, if the entries are to be of any use, accuracy is essential. Do not write titles from memory. Verify all references against the source and be sure that the authors' names are spelled correctly; that the title is written as it appears in print; and that correct edition/volume & issue, and page numbers and year are listed. A list of sources that are not quoted directly in the text should be included as a separate listing under the heading "Bibliography."

4. Conclusion

4.1 Submission of cover letter

Submissions should be accompanied by a cover letter describing the work's title, **nature of the work** (whether research work or review article) and identifying the Corresponding Author, with:

- complete mailing address

- telephone and fax numbers

- e-mail address

- website address (if available)

4.2 Title page

The first page of the manuscript should contain the following information:

- the title of the paper/article

- nature of the work (whether research work or review article)

- name(s) of author(s)

- name(s) of affiliating institution(s)

- correspondence information for Corresponding Author [name, address (including postal code), telephone and fax numbers, e-mail address, and website (if available)]

- disclaimers, if any

- a brief acknowledgment of grants and funding organisation for research support, if any

4.3 Abstract

An abstract is required for all Original Research Papers and Review Articles. The abstract should:

- clearly state the paper's/article's primary objective

- if appropriate, describe materials and methods and results

- discuss the implications of the work

- summarise any conclusions

- be readable by nonspecialists as well as experts in the field

The abstract should **not** contain:

- footnotes

- references

Within the text:

- Acronyms, abbreviations, and symbols must be clearly defined on first usage.

- References, tables, and figures must be numbered in the order in which they appear in the manuscript.

Note: In case anything is not mentioned in these guidelines, the same may be intimated to the managing editor.

ADDITIONAL GUIDELINES FOR REFERENCES AND BIBLIOGRAPHY IN RESPECT TO ONLINE AND INTERNET SOURCES

1. Article/paper in an Internet-only Journal

<author name> <year> <paper title> <journal name & volume/issue no.> <retrieval date> <website/URL>

For example:

Wiltshire, R D (2006) *Changing thinking patterns to reduce depression*, Journal of Psychology, Vol. 3, No. 2. Retrieved March 15, 2007, from http://www.psychologyjournal.org/papers/paper030204.pdf

2. Online/Internet Report

\<reporting group\> \<report number, if any\> \<year\> \<report title\> \<retrieval date\> \<website/URL\>

For example:
Red Ribbon Research Group, Interim Report Number Two (2006) *Statistics and trends in HIV Testing*, Retrieved February 12, 2007, from http://redribbonresearch.in

3. Document on an organisational website

\<name of entity\> \<title of document\> \<year, if any\> \<retrieval date\> \<website/URL\>

For example:
Confederation of Indian Industries, *Developing Your Business Plan*, Retrieved August 5, 2007, from CII Web site: http://www.cii.org/SME.htm

4. Message posted on a newsgroup/blog

\<member name\> \<year/date\> \<thread name\> \<message no.\> \<news group site\>

For example:
Frentzen, W (2006, December 15) *The money is in the list* [msg 127] Message posted on news://imf.internet.marketing

5. Chapter in an edited book

<author name> <year> <chapter title> <editor(s) name(s)> <book title> <page no.s> <publisher details>

For example:

Mcdonalds, A (1999) *On apprehension and sustained containment of supernatural entities*, In Yeager G L (ed.), Paranormal and occult studies: Case studies in application (pp. 42–64), Tata McGraw Hill, Hongkong.

6. Dissertation/Thesis (PhD/Masters)

<researcher name> <year> <thesis/dissertation title/details> <university details>

For example:

Mcdonalds, A (1999) *Exploring Applications of Data Mining Techniques in Medical Datasets* (unpublished doctoral dissertation), Ch. Devi Lal University, Sirsa (India).

7. Article in a weekly/monthly magazine or periodical with DOI

<author> <year/month/date> <title of article> <name of magazine/periodical> <issue no.> <page no.s>

For example:

Weekly: Hoff, K (2010, March 19) *Fairness in modern society*, Science, 327, 1467-1468.

Monthly: Bezos, J (2011, January) *Payment issues in e-commerce*, Commerce, 37, 167-169.

8. Article in a print newspaper

<reporter name/news agency name> <date> <news title> <name of newspaper> <page no.>

For example:

Wrong, M (2005, August 17) "*Guidelines of green development must*" says PM, The Tribune, Chandigarh*,* p. 1.

9. Article with no author and no date identified (e.g., wiki article)

<title of the article> <source details> <retrieval date> <URL>

For example:

Harry Potter In Wikipedia, The Free Encyclopedia, Retrieved August 28, 2010, from http://en.wikipedia.org/w/index.php?title=Harry_Potter&oldid=380786432