

Guidelines for Authors

Manuscript

Vikalpa: The Journal for Decision Makers is a peer-reviewed journal. *Vikalpa* welcomes original papers from both academicians and practitioners on management, business, and organization issues. Papers, based on theoretical or empirical research or experience, should illustrate the practical applicability and/or policy implications of work described.

The author should send *three copies* of the manuscript. The text should be double-spaced on A4 size paper with one-inch margins all around. The author's name *should not* appear anywhere on the body of the manuscript to facilitate the blind review process. The author should also send a soft copy of the manuscript in MS Word or e-mail the same to *Vikalpa* Office at vikalpa@iimahd.ernet.in

The manuscript should accompany the following on separate sheets: (1) An **abstract** of 80-100 words; (2) An **executive summary** of about 500 words along with five **key words**, and (3) A brief **biographical** sketch (60-80 words) of the author describing current designation and affiliation, specialization, number of books and articles in refereed journals, and membership on editorial boards and companies, etc.

Vikalpa has the following features:

- **Perspectives** presents emerging issues and ideas that call for action or rethinking by managers, administrators, and policy makers in organizations. Recommended length of the article: 12,000 words.
- **Research** includes research articles that focus on the analysis and resolution of managerial and academic issues based on analytical and empirical or case research. Recommended length of the article: 20,000 words.
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- **Colloquium** includes debate on a contemporary topic. Both academicians and practitioners discuss the topic.
- **Management Case** describes a real-life situation faced, a decision or action taken by an individual manager or by an organization at the strategic, functional or operational levels.
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- **Book Reviews** covers reviews of current books on management.
- **Abstracts** includes summaries of significant articles of management interest published in Indian and international journals particularly those focusing on emerging economies. (Authors desirous of having their publications considered for inclusion in this feature may please send reprints of their articles to *Vikalpa* Editorial Office).

All **tables**, **charts**, and **graphs** should be given on separate sheets with titles. Wherever necessary, the source should be indicated at the bottom. Number and complexity of such exhibits should be as low as possible. All figures should be indicated in million and billion. All graphs should be black and not in colour. **Endnotes**, **italics**, and **quotation marks** should be kept to the minimum.

References should be complete in all respects and arranged in alphabetical order.

- (a) In the text, the references should appear as follows: Dayal (2002) has shown... or Recent studies (Ramnarayan, 2002; Murthy, 2001) indicate...
- (b) Journal references should be listed as follows: Khandwalla, P N (2001). "Creative Restructuring," *Vikalpa*, 26(4), 3-18.
- (c) Books should be referred to as follows: Sugandhi, R K (2002). *Business to Business Marketing*, New Delhi: New Age International.

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The author must send an electronic version of the manuscript in **MS Word** once the paper is accepted for publication.

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