KINDLER – The Journal of AIMK

Author Guidelines

The Chief Editor invites original, scholarly articles and research papers consistent with the aim and scope of the Journal. Articles and research papers which have not been published previously or submitted elsewhere, and which are not under review for another publication in any medium (e.g. printed journal, conference proceedings, electronic or optical medium) should be submitted to the Chief Editor, Kindler – The peer-reviewed Journal of Army Institute of Management Kolkata. The articles that establish the intuition, argument, and implications using clear and concise English and improve our understanding of the management theory and practice knowledge are preferred. All contributions should be well written in English and supported by either original/empirical data or a well-justified theoretical or mathematical model. Kindler publishes the following article types:

- Research articles: 4000-8000 words normally, 8000-10000 words in exceptional cases

- Case studies and short communications: 2000-4000 words

- New ideas / new areas of work / innovations / action research / ongoing investigations / conference and seminar and workshop outcomes: 2000-4000 words

- Book reviews: Within 1500 words

The length of your article includes all text, for example, the structured abstract, references, all text in tables and figures and appendices. Please allow 250 words for each figure or table.

General Guidelines

Corresponding author: The one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review and publication process, and typically ensures that all the journal's administrative requirements are properly completed. The corresponding author is the person who signs the Copyright Agreement and Undertaking form on behalf of all of the authors and whose contact details are included in the article. The corresponding author should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information, should questions about the paper arise after publication.

In multi-authored papers, it is important that ALL authors who have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an Acknowledgements section. You should never include people who have not contributed to the paper or who do not want to be associated with the research.

Research funding: Your article must reference all sources of external research funding in the Acknowledgements section, if applicable. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

Article files should be provided in Microsoft Word format only. Article files in any other format will be summarily rejected. While you are welcome to submit a PDF of the document alongside the MS Word file, PDFs alone are not acceptable.

The entire manuscript (except the list of References) should be typed using the font Times New Roman, point 12, with 1.15 line spacing. References at the end of the manuscript should be typed in Times New Roman, point 11 font size with 1.15 line spacing.

Please ensure that manuscript has been 'spell checked' and 'grammar checked'. Also, ensure the following:

- Abbreviations (e.g., etc., i.e.) should only be used in parenthetical comments and not in the text itself, ideally. Within the text, they should be spelt out, for example, 'that is' and 'for example'.

- Acronyms including those in common use should be spelled out at first occurrence, with the acronym/abbreviation following in parenthesis, for example, World Trade Organization (WTO). Thereafter youmayo use the acronym only.

- Italics should be used for non-English words, which are not found in a standard English dictionary or are otherwise uncommon. Translations of foreign words within parentheses are not to be italicized. Italics also should be used for book titles and journal names, and less frequently for emphasis.

- The following conventions are to be used when using capital letters:In general, capital letters should only be used for place names, personal names and at the beginning of sentences.In the main title, the first letter in all words except prepositions, conjunctions etc. should be a capital.

- Consistent use of either British or American spelling is advised, but not both at the same time.

- The following conventions should be adhered to as well: please use '13th' instead of 'thirteenth century'; use '1960s' instead of 'nineteen sixties'. Date format: April 24, 2021.

- Spell out numbers from one to nine but from 10 and above, the usage should be numerical.

- In measurements, please use the following conventions: 5 km, 20 L etc., i.e. numerals with units and not five km or kilometres.

Organization of your Article

Title page: The first page of all papers needs to display the title of the submission along with the full name(s) and institutional affiliations and email address of all the author(s), and contact details (complete postal address and telephone/mobile numbers of the corresponding author. A concisely worded title should be provided.

Manuscript: The first page of the manuscript needs to provide the complete title of the article accompanied by a brief abstract and keywords. This condition does not apply to book reviews. Prepare your manuscript based on the following guidelines:

- **Abstract**: It should be concise and factual. The abstract should state briefly the purpose of the research, the principal results and the major conclusions. The abstract should be presented separately from the article, so it must be able to stand alone. References should be avoided in the abstract. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. The maximum length of your abstract should be 250 words excluding keywords.

- **Keywords**: Mention 3-4 keywords after the abstract. The keywords should be short and appropriate to capture the principal topics of the paper.

- **Sections**: Scholarly papers should have introduction, objective of the study, literature review, methodology, results/findings, discussion/managerial implications, conclusion and references as mandatory sections. Appendices may be used to amplify details where appropriate. **Tables** and **Figures** should be typed in their respective position in the text. Please supply a camera-ready copy of all figures, as these shall not normally be redrawn. The print version will have only black and white tables/figures. **Footnotes** to the text should be avoided, but where used, should be numbered consecutively and presented as end notes.

- **Citations and Reference Style**: Citations of other works should be limited to those strictly necessary for the sake of arguments. Short quotations should be included in the text within inverted commas (" ") while quotations of more than 30 words should be placed in a separate paragraph indented from the main body of the text. However, all quotations should be accompanied by precise references. All references mentioned in the Reference List should be cited in the text, and vice versa. Kindler adheres to the **APA reference style**. See http://www.apastyle.org/ to obtain information about APA style. The full guidelines are published in the Seventh Edition of the Publication Manual of the American Psychological Association and anyone working on APA-style journals is strongly encouraged to refer to this Manual in the first instance. References should be typed in Times New Roman, point 11, with 1.15 line spacing.

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