

## **S. B. PATIL INSTITUTE OF MANAGEMENT, PUNE**

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# SBPIM JOMAT

## (Guidelines for Contributors)

SBPIM JOMAT is a bi-annual journal brought out by the S. B. Patil Institute of Management, Pune, JOMAT aims to take on the practices, concepts, and ideas in the field of management and administration, with a prominence to provide managerial and administration insight, which tomorrow become a part of business functions.

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A Full length manuscript (up to 5,000 words) on all the functions, policy framing, decision making form the journal; at present we are focusing on the research papers, articles and cases.

SBPIM JOMAT is a peer reviewed journal and follow a 'double blind' review process. All the articles, papers are initially screened by editorial committee and those appropriate articles, papers are sent to the reviewer.

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The authors may send their manuscript on [infojomat@gmail.com](mailto:infojomat@gmail.com), [infosbpim@gmail.com](mailto:infosbpim@gmail.com). The whole manuscript is required to be in ONE MS WORD FILE only.

**COVER PAGE:** The cover page of the manuscript containing the title, AUTHOR NAME (S) & AFFILIATIONS: The author (s) full name, designation, affiliation (s), address, mobile/landline numbers, and email/alternate email address should be in italic & 11-point Calibri Font. It must be centered underneath the title.

**ABSTRACT:** Abstract should be in fully italicized text, not exceeding 250 words. The abstract must be informative and explain the background, aims, methods, results & conclusion in a single para. Abbreviations must be mentioned in full.

**KEYWORDS:** Abstract must be followed by a list of keywords, subject to the maximum of five. These should be arranged in alphabetic order separated by commas and full stops at the end.

**MANUSCRIPT:** Manuscript must be prepared on a standard A4 size PORTRAIT SETTING PAPER. It must be prepared on a single space and single column with 1" margin set for top, bottom, left and right. It should be typed in 10 point Calibri Font with page numbers at the bottom and centre of every page. It should be free from grammatical, spelling and punctuation errors and must be thoroughly edited.

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**FIGURES & TABLES:** These should be simple, centered, separately numbered & self explained, and titles must be above the table/figure.

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**SAMPLE JOURNAL REFERENCES:**

Krishnaswamy S.G., (2006), Sugar Factory Efficiency Measurement; Application of Data Envelopment Analysis - A New insight for managers' paradigm, The research journal of Institute for Management and Technology, Vol. X No.2, July- December, PP. 79-82

**SAMPLE BOOK REFERENCES**

Chandra Prasanna, (2008), Financial Management Theory and Practice, 7th Edition, Tata McGrawHill Publishing Company Limited, New Delhi.

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