

SAMF 2006

9th South Asian Management Forum

**Conference Theme: Management for Peace,
Prosperity and Posterity**

Venue: Dhaka Sheraton Hotel, Bangladesh

24-25 February 2007 (Revised)
Dhaka, Bangladesh

Organized by

**Association of Management
Development Institutions in South
Asia (AMDISA)**

Hosted by

**North South University
Dhaka, Bangladesh**

GUIDELINES TO AUTHORS

1. Preparing Final Manuscript

1. Papers should be completed in **Microsoft WORD 2000** (or higher version) and typed on 8.5" by 11" paper, single-spaced.
2. The first page should have a spacing of 1.5 inch from the top edge and a 1 inch margin on both sides and bottom of the page. All other pages will have a 1 inch margin all around.
3. The title should be in bold capital letters, in **Times New Roman 14-point font**, and the names of the authors should be in **Times New Roman 12 point font**.
4. There should be a 0.25 inch (1/4 inch) space between the title and the names and affiliations of the authors.
5. Abstracts (for full papers) should not exceed 120 words typed in **Times New Roman Italics** with 12 point font, and be placed 0.25 inch (1/4 inch) below the names and affiliations of the authors.
6. The **first** heading should be **Times New Roman in Bold Capital letters, 12-point font**, and 0.5 inch from the abstract. The **second** headings should be **Times New Roman bold, 12-point font**, with a 0.25 inch (1/4 inch) space from the text and the **third** headings should be **Times New Roman bold and italics, 12-point font**, with a 0.25 inch (1/4 inch) space from the text. All headings must be left aligned.
7. The text should be in **Times New Roman 12-point font**, paragraphs should be left-aligned with double space between paragraphs and references and notes should also be left justified.
8. Please include a brief (25 word) biographic sketch for each author at the end of the manuscript.
9. **Tables, Figures, and Illustrations**—Use the entire page width for tables and graphs, where required, then continue with text. All tables, figures, illustrations, etc. should be included in the text of the paper. Tables should be consistent with the text and facing the same direction. The endnotes should be consecutively numbered within the text, and substance of the endnotes should appear at the end, preceding the references.

Please note that the paper(s) that will not follow the guidelines will be returned to the author(s) for correction and resubmission.

2. Review Process and Evaluation Criteria

There will be a blind review process for evaluating the manuscript by at least one unanimous reviewer. It is recommended that authors have colleagues review their manuscripts prior to submission to the conference. The conference authority strives to provide decisions and constructive feedback to authors within 15 October 2006. Articles submitted for the SAMF 2006 are evaluated according to the following criteria:

- (a) Significance of the theoretical and methodological contributions;
- (b) Degree to which the manuscript fits the theme of the conference;
- (c) Appropriateness of the literature review;
- (d) Adequacy of the design and execution of the study;
- (e) Appropriateness of the analysis;
- (f) Quality of the discussion and interpretation of the results;
- (g) Clarity of presentation;
- (h) Implications for practitioners, academicians and scholars.

3. Abstract and Keywords

Manuscripts must include an abstract of approximately 120 words (maximum of 960 characters, including spaces) that succinctly summarizes the key points. A list of two to five keywords should be included to identify the contents of the paper.

4. References

References should be listed in alphabetical order. Each listed reference should be cited in the text, and each work cited in the text should be listed in the References. Basic formats are as follow:

4.1 Journals and Periodicals

For Single Author

Rahman Aatur (1986). A Factor Analytic Study on the Validity of a Union Commitment Scale. *Journal of Applied Psychology* 12(1): 129–136.

For Double Authors

Rahman Aatur, Islam Nurul (1986). A Factor Analytic Study on the Validity of a Union Commitment Scale. *Journal of Applied Psychology* 12(1): 129-136.

For Multiple Authors

Khan Mizanur Rahman, Islam AFM Monirul, Das Debobroto (1986). A Factor Analytic Study on the Validity of a Union Commitment Scale. *Journal of Applied Psychology* 12(1): 129–136.

4.2 Conference Proceedings

Mittal KC, Singh Gurdip, Kaur Narinder, Dangwal RC (2004). Globalization and Firm Competitiveness – Selected Case Studies of Local Exporting Companies in Malaysia. *Proceedings of the 8th South Asian Management Forum*. Lahore: Association of Management Development Institutions in South Asia. pp. 330-340.

4.3 Books and Edited Books

4.3.1 Books

Mitchell TR, Larson John R (1987). *People in Organizations: An Introduction to Organizational Behavior* (3rd Edition). New York: McGraw-Hill Book Company.

4.3.2 Edited Books

Laudon Jane P (1999). Information Systems in Business Management. In Laudon Kenneth C, Teng James TC (Eds). *Management Information Systems*. Kathmundu: Academy of Management Information Systems, pp. 45-57.

4.4 Unpublished Dissertation/Paper

Uddin Kamal (2000). A Study of Corporate Governance in A Developing Country: A Case of Bangladesh (Unpublished Dissertation). Hong Kong: Lingnan University.

4.5 Newspapers

Yunus Mohammad (2005). Micro Credit and Poverty Alleviation in Bangladesh. *The Bangladesh Observer*, 23 March, p. 9.

5. In-Text Citation

References should be properly cited in the text of the article. The basic formats for citation in the text are as follows:

For Single Author

Example: Over last two decades, micro credit appeared as an important tool for alleviating poverty in developing countries like Bangladesh (Weber 2004).

For Double Authors

Example: However, the overall success of micro credit program not only depends on immediate alleviation of poverty but also on its long-term sustainability and asset accumulation (Islam and Rahman 1996).

For Three or More Authors

Example: The purpose of the micro credit program is to give the loans to the poor people for self-employment that generate income, allow them to care for themselves and their families (Sankaran et al 2005).

For Two or More References

Example: Entrepreneurs are persons who seek profitable opportunity and take risk to establish a business venture (Islam 1990, Bureau of Business Research 2000, Weber 2004).

6. Figures

Figures and illustrations or graphic files, if used, should be supplied in the PowerPoint format. High-quality printouts or glossies, which are suitable for photographic reproduction, are needed for all figures. Please avoid dark tints and complex shading, and do not send any illustrations in color.

7. Footnotes

Authors are discouraged to use footnotes. However, if it is essential please put it at the end of the article before the reference section.

8. Copyright

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