

JOURNAL OF MANAGEMENT PRACTICES, HUMANITIES AND SOCIAL SCIENCES
(JMPHSS)

FORMATTING GUIDELINES FOR AUTHORS

PREPARATION

The author should also consider the below-mentioned requirements before submission:

- In grammatical perspectives, the manuscript has been proofread by the experts
- The manuscript consists of 4000-8000 words.
- The consistency in in-text citation and end-reference list should also be ensured
- The formal permission has been taken for use of copyrighted material
- The author should clearly state if there is any conflict of interest among authors
- The funding information and copy of contract with the funding organization should be provided in the case the project is funded by any organization
- The journal's guidelines have been followed before submitting the manuscripts

ARTICLE STRUCTURE

The manuscript's structure must adhere to the following guidelines.

INTRODUCTION SECTION (Main heading)

The introduction will be in (uppercase + centralized + bold). The below-mentioned aspects should be discussed in the introduction section:

1. The main objectives of the study
2. Sufficient studies covering background information
3. The problem statement
4. The novelty of the idea
5. Main contribution and implications of the study

RELATED LITERATURE (Main heading)

This section should cover the results of past studies and the author should develop hypothesis on the basis of logical arguments.

Impact of Psychological Capital on Job Performance (Sub heading)

Subheading will be (capitalize each word + bold + left align)

METHODOLOGY (Main heading)

The material and methods section should exhibit adequate detail about the research design and research instruments. In case of adoption of existing methods, the particular method should be mentioned with citation of original reference and the author should mention the modification if made by the author. The methods should be reproducible. The sources of the data should also be reliable.

RESULTS (Main heading)

The results should be clear. The professional language of the field should be applied in the interpretation of the results. Just reporting of statistical results is not sufficient but the results section should be equipped

with strong logical and rationale interpretation.

DISCUSSION (Main Heading)

A comprehensive discussion section must be given. The author should avoid the use of extensive citation. However, only relevant citation should be made in the discussion section in order to compare the results of various studies.

CONCLUSION

The conclusion section should be added after the discussion section. This section should provide a brief summary of following aspects:

1. Main findings of the research
2. Limitations of the study
3. Implications and directions for the future researchers

APPENDICES

The appendix should be reported at the end of the reference list.

Mandatory Title Page Information

The manuscript should carry brief but informative covering of the main idea of the research work.

Information about the Author

The following information is required to be reported with reference to authors' names and their affiliations:

1. The full name of author(s)
2. The affiliation (name of university/institute)
3. E-mail address
4. Full postal address

Corresponding Author

The authors should decide before the submission of their contributions about who will be the correspondence author from submission of articles till the final acceptance. The correspondence author should also mention the timing of his/her availability along with alternate e-mail address.

Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up-to-date by the corresponding author.

Abstract and Keywords

The abstract of the study should contain 200 to 250 words along with 3 to 5 keywords. The keywords should be arranged with first letters capitalized. Avoid the use of (for example, 'and', 'of) among the words used as keywords. The mentioned keywords will be considered for indexing purpose.

Use of Abbreviations

The abbreviations should be defined at their first mention there and ensure the consistency in the use of abbreviations throughout the article.

Acknowledgements

Acknowledgement section should be presented at the end of the article before the end-reference list as a separate section. Add the list of individuals and organizations that rendered the support during the research

process.

Figures of the Paper

The author should export the figures in jpg form. The figure should be clear and if there is writing (text) in the figure, then author should ensure that writing of the figure is clear and can easily be viewed by the readers. Every reported figure should carry a distinctive caption which should be representative of the reported figure. In the running text, the discussion regarding the reported figures should be reported.

Tables

The author(s) are required to place tables on a separate page or at the end of the manuscript in editable text form, not in image form. There should be no repetition in the reported results. The tables should be followed by the roman numbering (1, 2, 3) and should be discussed in the running text. The author should ensure that only relevant tables which are mandatory for analysis have been reported in the paper.

Use of DOI

Use of DOI is mandatory to be added with each reference cited in the end-reference list if applicable. The doi ensures the online availability and authenticity of the cited sources.

Reference Style

The in-text citation should be followed by the author's last name and year of publication. For the direct citation and indirect citation, the authors should apply the below-mentioned style:

For Direct Citation:

Hasker (1987) has demonstrated that practice improves performance.

For Indirect Citation:

The positive effect of practice upon performance has been demonstrated (Hasker, 1987). If a single author has multiple studies in the same year, the studies will be differentiated by adding (a, and b) with the year of publication. For example, (Hofstede, 1980a, 1980b). In the same way, if there are multiple authors, then '&' (for indirect citation) and 'and' for direct citation) will be used before the name of last author and semi-colon (;) will be used for differentiating the multiple studies by the multiple authors. For example, (Gelfand, Erez, & Aycan, 2007; Tsui, Nifadkar, & Ou, 2007). If there are six or more than six authors, then "et al.," or "et al." will be used with the first name of the author.

For book, the page number may be added with the year like, Bean and Fix (1992, pp. 44-50) or (Bean & Fix, 1992, pp. 44-50). There is no need of citation pages number for any other citation than the citation of book reference.

References

For book

Burt, R. S. (2005). *Brokerage and closure: An introduction to social capital*. Oxford, UK: Oxford University Press.

Chapter of the Book or Book with Editors

Leung, K., & Ang, S. (2009). Culture, organizations, and institutions: An integrative review. In R. S. Bhagat & R. M. Steers (Eds.), *Cambridge handbook of culture, organizations, and work* (pp. 23-45). Cambridge, UK: Cambridge University Press.

Journal Article

Carpenter, M. A., Li, M., & Jiang, H. (2012). Social network research in organizational contexts: A systematic review of methodological issues and choices. *Journal of Management*, 38(4), 1328-1361. <http://dx.doi.org/10.1177/0149206312440119>

Conference/Proceedings Paper

Gully, S. M., Payne, S. C., Kiechel, K. L., & Whiteman, J. K. (1999, April). *Affective reactions and performance outcomes of error-based training*. Paper presented at the 14th Annual Society for Industrial & Organizational Psychology Conference, Atlanta, GA.

Working Paper/Discussion Paper

Gardner, T. M., Moynihan, L. M., Park, H. J., & Wright, P. M. (2001). *Beginning to unlock the black box in the HR firm performance relationship: The impact of HR practices on employee attitudes and employee outcomes* (CAHRS Working Paper 01-12). Ithaca, NY: Cornell University, School of Industrial and Labor Relations, Center for Advanced Human Resource Studies.

Dissertation/Thesis/Unpublished Work

Taras, V. (2008). *Work-related acculturation: Change in individual work-related cultural values following immigration* (Unpublished doctoral dissertation). University of Calgary, Calgary, Alberta, Canada.

Online Source

Taras, V. (2008). *Catalogue of instruments for measuring culture*. Retrieved from <http://vtaras.com/files/Culture Survey Catalogue.pdf>