

## Guidelines for Authors

1. The journal welcomes original research papers in the field of commerce, accounting, management, finance, marketing, economics, entrepreneurship etc. However, the areas stated above do not necessarily restrict the scope of the journal.
2. Contributors may also send commentaries on topics in the above-mentioned fields and book reviews.
3. Research papers should not exceed 5000 words including notes and references. Book reviews and commentaries must be no more than 2000 words.
4. A soft copy via email must be sent to email address mentioned at the end.
5. The paper must be prepared in MS Word with double spacing, font Times New Roman and size 12.
6. The first page of the paper should consist of the title of the paper, names of the authors and correspondence addresses along with their email addresses. The paper should commence from the second page starting with the title followed by an abstract of not more than 200 words, keywords, JEL classification and the main text. Other than the cover page the names and affiliation of the authors should not appear anywhere else in the body of the main paper.
7. Tables, figures and equations, if any should be numbered consecutively. The title of the tables and figures should be placed above the table and figure. If the table/ figure have been adapted, the source should be mentioned below the table/figure. Please prepare the tables and equations in MS Office (i.e., editable text) rather than copying and pasting as 'picture' or 'images'.
8. The research papers should be clearly subdivided into sections with mandatory sections on introduction, objective of the study, methodology, findings, limitations of the study and conclusion.
9. References should be placed at the end of the paper and arranged alphabetically. Authors are requested to follow the APA referencing format. Few examples are given below for authors' convenience.
  - a) Journal Article  
Patil, R.H. (2006). Current state of Indian capital market. *Economic and Political Weekly*, 41(11), 1001-1010.
  - b) Book  
Levin, R.I. and Rubin, D.S. (1997). *Statistics for Management*, New Delhi: Prentice Hall.
  - c) Chapter in an edited Book  
Helbert, L.E. (1995). Redeveloping mature resorts for new markets. In M.V.Conlin & T.Baum (Eds.), *Island tourism: management principles and practice* (pp. 105-113). Chichester, England: John Wiley.
  - d) Online conference paper  
Bochner, S. (1996, November). *Mentoring in higher education: Issues to be addressed in developing a mentoring program*. Paper presented at the Australian Association for Research in Education Conference, Singapore. Retrieved from <http://www.aare.edu.au?96pap/bochs96018.txt>.

e) Website/Online Documentation

Kim, K. (2016). What's going on with China's Stock Market and economy? Viewed on May 2, 2016. <http://www.forbes.com/sites/kennethkim/2016/01/18/whats-going-on-with-chinas-stock-markets-and-economy/#221e94495d22>

10. Paper/article already sent for publication to other publisher or already published before will not be considered for review and publication in this journal.
11. **The journal will not accommodate any contribution with more than 3 authors.**
12. Acceptance for publication is subject to the recommendation of both internal and external reviewers and decision of the editorial board. The contributions are reviewed by external reviewers following a blind review system. Acceptance of the paper for publication in the journal will be communicated to the paper contributors. The contributors may also be asked to modify the paper based on the recommendation of the reviewers. On publication of the paper/article each author will get 2 copies of the journal.
13. Once a paper is accepted for publication, the copyright of the same will be owned by the Publisher.
14. Receipt of any paper/article will be acknowledged through e-mail. The authors will be communicated again when the report of the peer review team is received.
15. All communications will be made with the first author in case there is more than one author.
16. The author(s) will have to submit along with the manuscript a declaration as to the originality of the paper/article. A format of the Author Declaration Form is given on the later page.
17. The Editor, Editorial Board or Publisher will not be responsible for any views expressed by the Authors in their papers and Reviewers in their report.
18. All correspondence should be made to:

Editor

Utkarsh

D.H.S.K. Commerce College, Dibrugarh

P.O. & Dist. Dibrugarh

Assam, India

Pin- 786001

Email: [utkarsh.journal@gmail.com](mailto:utkarsh.journal@gmail.com)

Phone: 0373-2321653

Author Declaration Form

To

The Editor, Utkarsh

D.H.S.K. Commerce College, Dibrugarh

Declaration

I/We hereby declare that the paper/commentary/book review entitled

.....  
.....

.....is an original work done by me/us and the has not been published anywhere else. I/We will not send the same elsewhere for publication till the Reviewers opinion is communicated to me/us.

Name(s)

Signature(s) with date

1.

2.

3.