**Journal of Business and Management Research
School of Management, Tribhuvan University**

**Review process and authors guidline**

**SOMTU Journal of Business and Management Research, School of Management, Tribhuvan University** is a double blind peer-reviewed journal in all fields of business, management, economic research. SOMTU JBMR aims to promote research communication and exchange between the scholars, researchers, universities and academic institutions. This journal is providing common platform for research paper publications.

**Review process**

This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. Double-blind review is used for reviewing papers, which means the identities of the authors are concealed from the reviewers, and vice versa. For the review process, the first page of the paper (cover page), should contain full names (first, middle and last names) and institution addresses along with email address of the author(s).The author's name or affiliations should not appear anywhere else in the body of the manuscript, because our peer-review process is blinded. The actual paper should commence from the second page containing the title followed by the abstract, keywords, and the main paper. The author's name should not be mentioned anywhere except in the first page (cover page). The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final.

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**Please refer to the author’s guideline for preparing your manuscript at www.somtu.edu.np.**

**before submission, using the following guidelines.**

**Format**

Article files should be provided in Microsoft Word format. PDF files are not acceptable.

**Article length**

Articles should be a maximum of 8,000 words in length. This includes all text including references and appendices.

**Abstract**

Please allow maximum 250 words for abstract (including keywords with maximum number five). The abstract should state briefly the purpose of the research, the principle results and main conclusion. References should be avoided in abstract. Font: Times New Roman, Style: Normal, Size: 12.

Indicate keywords after abstract (5 words maximum). Please separate your keywords with ( ,) .

Font: Times New Roman, Style: Normal, Size: 10.

**Article title**

A title of not more than eight to twelve words should be provided. Please avoid using punctuation marks like ( , ), (“ “ ), ( ? ), ( ! ), etc. in title and don’t underline words. Font: Times New Roman, Style: Bold, Size: 14.

**Author details**

Please write authors’ names after main topic.

Font: Times New Roman, Style: Bold, Size: 11.

All contributing authors’ names should be provided with email and contact number. The affiliation of each contributing author should be correct in their individual author account. Font: Times New Roman, Style: Italic, Size: 11.

**Figure and table requirements**

All figures, tables and photographs should be in editable versions. Tables must be edited with word/Excel. Figures, tables and equations should be numbered and cited as Figure 1, Figure 2, Figure 3, Table 1, Table 2 etc. in sequence. Table number and title should be above the table and figure detail should be below the figure.

**Manuscript body formatting**

All the characters in the body in a single typeface and point size as 12 pt Times New Roman.

**Biographies and acknowledgements**

Authors who wish to include these items should save them together in an MS Word file and of not more than 100 words.

**Citation and References**

APA 6th style to be strictly followed.

**Associate Editors**