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2<sup>nd</sup> International Conference 2011:  
**SUSTAINABILITY:**  
**People, Planet and Prosperity.**  
November 9-11, 2011

# AUTHOR'S GUIDELINES FOR MANUSCRIPT

## Length:

Within 16000 words (including abstract and reference) in Times New Roman font with size 12.

## Title page:

Article title, authors name with affiliation and email, corresponding author's address, Tel., Fax and email are to be included

## Second Page:

Title and an abstract of 200-250 words, maximum of 4-5 key words. The authors may attach the category sheet to define the relevant subject categories to which the paper belongs (available on the website: [http:// www.iimshillong.in/sus-con/sus-con.asp](http://www.iimshillong.in/sus-con/sus-con.asp)) Authors' identities should not be displayed in any page.

The second page onwards the manuscript should be completely anonymous for blind peer review. The paper should begin from the third page.

## Language:

All articles should be written in plain English, free from jargon and the writing be clear and direct. All spelling will be in English (use 's' spellings, e.g. minimize). Abbreviations should be kept to a minimum and shown in full when first used.

## Headings:

Should be short, clearly defined, and numbered.

## Footnotes:

Should be used only when absolutely necessary and must be identified in the text by consecutive numbers placed as superscript.

## Text:

The main text should be more readable and mathematical models, if any, should be provided in Appendix. The ideas proposed should preferably be supported by real life case examples from business situations.

## Tables and Figures:

All tables and figures should be kept to a minimum and numbered consecutively using Arabic numerals. Each table should have a brief title written on the top of the table, and each figure should have a brief caption written on the bottom of the figure. Sources, if any, should be clearly mentioned.

## Photos and Illustrations:

Must be supplied as good quality black and white original with captions. Their position should be shown in the text by typing on a separate line the words.

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## References:

Within the text as the author's name followed by a comma and year of publication, all in round brackets, e.g. [Sharma, P., (1997)]. At the end of the paper a reference list in alphabetical order must be given as follows:

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**For Conference Proceedings:** Surname, initials, (year), title, journal/proceedings name, pages e.g. Desai, M., Majumdar, B and Chakraborty, T., (2010) "The Second Shift: Working Women in India", Proceedings of 11<sup>th</sup> International Conference on Human resource Development, Pecs, Hungary June 7-9, pp. 8-17

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Articles should be sent to the conference chairman [chairsustainability@iimshillong.in](mailto:chairsustainability@iimshillong.in) as well as an email attachment to [sus-con@iimshillong.in](mailto:sus-con@iimshillong.in).

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Reviewers' comments will be shared with the authors, if necessary.

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