Author Guidelines for Manuscript Preparation

Coverage

The journal is organized into various sections to include following types of contributions: Research papers, Short notes/ communication, Book Reviews, Book Summaries, Interview and Round tables, Education and Learning Experiments, and any other relevant information related with the theme of the Journal.

Complimentary Membership

All authors, whose papers will be published in Global Journal of E-Business and Knowledge Management, will be offered one year e-complementary membership of GIFT, Which covers e-access of GIFT services and *Global Journal of Flexible Systems Management* in electronic form.

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It is essential to have electronic submission through web. Submission link: https://easychair.org/conferences/ ?conf=08gjebkm

Please submit the "Word" file attached to the mail on the following address: giftsociety@gmail.com with copy to Dr. Arpan Kar (arpankar@iitd.ac.in)

At the time of submission over email, a brief resume along with passport size photograph of all the authors will be required in JPEG format

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Each paper is reviewed by the editor and if it is judged relevant for publication, it is than sent to referees for double blind peer review. The papers are reviewed for relevance; focus on E-Business and Knowledge Management, innovation, practical considerations, and quality of evidence, contribution, methodology, readability, and organization. Based on the recommendations of the referees, the editor then decides whether the paper should be accepted as it is, to be revised or rejected

Manuscript Requirements

Title: The title should be brief (between 8-15 words).

Format: The paper should have a cover page giving title, author's name, complete address, telephone number, fax number, and email of the author. In case of coauthors, these details should also be provided for each co-author. Correspondence will be sent to the first named author unless otherwise indicated.

The second page should contain the title and an abstract of 100-150 words. It should also include up to five keywords about the paper. The second page should not include the authors' name. The text of the paper should begin from the third page.

Headings: should be 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 readable. 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.

References

References: to other publications must be in standard APA style. While APA style is preferred although for the first submission, any consistent style would work. That is shown withinthe text as the author's name followed by a comma and year of publication, all in round brackets, e.g. (Volberda, 1997). At the end of the paper a reference list in alphabetical order must be given as follows:

Checklist

- The paper is **original**, not already published anywhere else.
- The title and headings are brief and catchy, not exceeding 12 words.
- The author(s) name and affiliation are given only on cover page.
- Abstract and keywords are provided.
- The paper incorporates innovative ideas/models in a practical framework. Some theoretical contribution or innovative application of new models in a new domain is also welcome.
- Tables/Figures are properly placed and numbered with brief titles/captions.
- References are in standard style.
- Autobiographical notes and passport size photographs of all Authors are provided (in case of final submission).

For books: Surname, initials, (year) title, publisher, place of publication. e.g.

- Kalakota R. and Robinson M. (2000) *E-Business: Road Map for Success*, Willey Publishing, New Delhi

For journals: surname, initials, (year) title, journal, volume (number), pages. e.g.

- Kar, A. K. (2016). Bio inspired computing–a review of algorithms and scope of applications. *Expert Systems with Applications,* 59, 20-32.

- Grover, P., Kar, A. K., & Davies, G. (2018). "Technology enabled Health"–Insights from twitter analytics with a socio-technical perspective. *International Journal of Information Management,* 43, 85-97.

- Grover, P., & Kar, A. K. (2017). Big data analytics: A review on theoretical contributions and tools used in literature. *Global Journal of Flexible Systems Management,* 18(3), 203-229.

For Website:

- surname, initials, (year) title, URL of the website. e.g.

Tech-Talk. (2020) Introducing the Digital Service Usage Satisfaction Model. Link: https://tech-talk.org/2020/07/19/introducing-the-digital-service-usage-satisfaction-model/ Accessed: 22 July, 2020.

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Page proofs for correction of e-publishing errors only will be sent to the author in PDF format specified on the typescript. Proofs should be returned to the printer within the Specified time period.

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