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TITLE OF STUDY [within 15 to 20 words]

[Title of the study should be written in 15 to 20 words. A title should be short, simple, easy to understand, and should be commonly searchable in Google. Don't use a title that never comes in the mind of a reader.]

First Author ^{1*}

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Abstract [should be strictly within 300 words and under following subheadings. So that article can be easily followed by readers. If abstract quality not satisfactory, it will be returned for revision]

Purpose of the study: Simply say the intent of this study to readers. [50-60 words]

Methodology: Name, brand, tool design, approach, program, analysis, and survey used to carry out this research. [50-60 words]

Main Findings: Write in just a few words the principal findings. [50-60 words]

Applications of this study: Give the field name, disciplines etc. Where this study can be helpful. [50-60 words]

Novelty/Originality of this study: What fresh insight in this study can help readers or how current knowledge can be improved or new knowledge generated in this subject. [50-60 words]

Only add in each field the related information. There is no need for discussion or explanation.

Keywords: 5 to 6 keywords. Take 2 or 3 from title. Keywords should be commonly Google searchable terms



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Various headings and subheading of the study should follow the following sample style. Instructions in red and blue are must to follow.

INTRODUCTION [1000-1500 words]

Provide the study background in simple words. Provide text references to all the facts presented in this section in APA style. A minimum of 10-15 research studies out of which 5-7 recent (past 05 years) are must.

Objectives of the Study

Talk also about the study motivation.

Research Problem/Novel Contribution

The author should discuss the problem of research in very clear words in this section.

LITERATURE REVIEW [1000-1500 words]

A review of literature can be written to meet the needs of your research. A minimum of 15-20 (minimum 10 recent studies from past five years) good works should be presented. This section can also be combined with the introduction section. The author can discuss the research gap that this study is going to or is willing to fill in this section. Provide an APA-style in-text citation.

The appropriate hypothesis [Research (H_1) or Null (H_0)] should be framed on the basis of the review of literature if appropriate to your study.

METHODOLOGY [500-1000 words]

For the Quantitative Study: Include Population and sample [criteria of population selection and method of sampling] materials/tests with description, variables, Nature of data, data collection techniques, data analysis method. Discuss software, hardware's used during the study with their brand names. This section should be easy enough for any reader to repeat the study under similar conditions.

RESULTS/FINDINGS [500 to 1000 words]

Presents the data, the facts – what you found, calculated, discovered, observed.

Tables Checklist

1. Report the results of only one type of analysis in each table.
 2. Range headings across the top of the table. Do not add new headings in the body of the table.
 3. Do not use abbreviations or computer code names for variables. Also, please do not use table notes. Use the same names you used in the text.
 4. Use only two decimal places for statistics (except p -values, see next).
 5. All reported statistical estimates (e.g., regression weights, mean differences) must have corresponding standard errors, and inferential statistics (t , z , or F , depending on which is most pertinent) with precise p values reported (e.g., $p = .072$, rounded to the third decimal place) rather than in star notation (*) or statistical significant cutoff bands (e.g., $p < .05$).
-



6. For most articles, the first table should report descriptive statistics, including means, standard deviations, and a full correlation matrix. Correlations should fill the lower-left corner of the page.
7. To distinguish some numerals (for instance, to indicate which loadings define a factor), boldface type can be used. Do not use this option when other conventions, such as footnotes, are sufficient.
8. Use plain type in capital and small letters—no italic or bold, except as noted above.
9. Designate a general footnote that explains the whole table or a column, row, or item with a superscript small letter (a, b, c).

TABLE 1: CAPTION OF THE TABLE

Insert Table 1 about here

Source: Mention source

Figure Checklist

1. Center the word Figure (in title case) and the number of the figure (Arabic numeral) at the top of the page.
2. Center the title (in title case) under the Figure heading, and mention the source of figure.
3. Spell out all words in the body of the figure.
4. Use quality graphics
5. Use the same variable names you used in the tables and text.
6. Avoid stacking words or numbers (listing characters vertically).
7. Make sure lines and graphic elements are crisp and clear.
8. Use letters for footnotes, as in tables.

DISCUSSION/ANALYSIS [1000 -1500 words]

Provide logical, and scientific analysis of findings of the study. Present evidence to support your analysis by citing the work of earlier researchers or existing theories. [How your results agree to disagree with previous studies, and why]. 5 to 10 citations can be given to support arguments.

CONCLUSION

Conclusion should be written in very clear words. It should explain how the objectives of the study are accomplished.

LIMITATIONS AND STUDY FORWARD

No study covers all aspect of the research problem. Author should discuss the limitations or gaps of this study. And also present future scope or plan of the study.



ACKNOWLEDGEMENT

Author should present list of acknowledgement at the end. Any financial or nonfinancial support for the study should be acknowledged.

REFERENCES

- 1. Minimum 30 good quality references required with cross ref DOI. Make sure to add recent studies.**
 - 2. Website, newspaper references, should be limited to no more than 5.**
 - 3. All references should be in APA 7th edition and present inside the main body of article. Don't put extra references which are not cited.**
 - 4. All references should be cited inside the article at proper place in APA 7th style.**
- Reference list entries should be alphabetized by the last names of the first author of each work.
 - Giving proper credit to the sources of original ideas and previous work is an important aspect of good scholarship. Inappropriate or inaccurate citations do not do justice to the authors cited and can be misleading to readers.
 - Citations should be made in the text by enclosing the cited authors' names and the year of the work cited in parentheses.

Journal or Periodical

- Pranee, S., & Papankaid, C. (2017). Factors affecting purchasing decision of community products in Ranong province. *International Journal of Business and Administrative Studies*, 3(2), 79-83. <https://doi.org/10.20469/ijbas.3.10005-2>
- Nugraha, P. A., & Indrawati. (2017). The effect of social media experiential marketing towards customers' satisfaction (A study in Chingu Korean fan cafe Bandung Indonesia). *International Journal of Business and Administrative Studies*, 3(2), 56-63. <https://doi.org/10.20469/ijbas.3.10002-2>
- Rehman, S. (2017). Impact of career development on organizational commitment. *International Journal of Business and Administrative Studies*, 3(3), 100-111. <https://doi.org/10.20469/ijbas.3.10003-3>
- Taiwan, A., Na-Nan, K., & Ngudgratoke, S. (2017). Relationship among personality, transformational leadership, perceived organizational support, expatriate adjustment, and expatriate performance. *International Journal of Business and Administrative Studies*, 3(4), 129-141. <https://doi.org/10.20469/ijbas.3.10001-4>
- Humaid, N., Shahrom, M., & Abdullah, Q. A. (2018). The effect of innovation success factors towards organizational performance in automotive industry. *International Journal of Business and Administrative Studies* 4(3), 129-136. doi: <https://dx.doi.org/10.20469/ijbas.4.10005-3>

Books

Nieuwenhuizen, C., Badenhorst-Weiss, H., Rossouw, D., Brevis, T., & Cant, M. (2008). *Business management: A contemporary approach*. Juta and Company Ltd.



Chapter in Book

Berg, N. A. (1973). Corporate role in diversified companies. In B. Taylor & I. MacMillan (Eds.), *Business policy: Teaching and research* (pp. 298-347). New York: Wiley.

Working Paper, Conference Paper and Dissertation

Duncan, R. G. (1971). *Multiple decision-making structures in adapting to environmental uncertainty* (Working paper no. 54-71). Northwestern University Graduate School of Management, Evanston, IL.

Smith, M. H. (1980). *A multidimensional approach to individual differences in empathy* (Unpublished doctoral dissertation). University of Texas, Austin, TX

Wall, J. P. (1983). Work and nonwork correlates of the career plateau. Paper presented at the *annual meeting of the Academy of Management*, Dallas, TX.

Electronic Document

Rogelberg, S. G., & Rupp, D. E. (2014). *Ethical practices of journal authors: Voluntary code of conduct*. Retrieved from <https://editorethics.uncc.edu/code.aspx>

Suggestion: Use free or payment model of <https://grammarly.com> to improve English correctness of the manuscript.
