# The Detailed Guideline

**PAPER CATEGORIES**

Four categories of submission would be accepted from research scholars of DoMS, which are given below.

1. Research paper
2. Review paper
3. Working paper
   i. Work-in-progress paper
   ii. Poster (Poster display and slam presentation)

Research scholars should clearly identify the type of paper they plan to submit and prepare accordingly. The following guidelines can be used to decide the category of paper.

1. **Research Papers**

   Papers representing original research and dealing with substantive, methodological, or theoretical issues are invited as complete research paper submissions. Research papers should have completed analyses and documentation of results, similar to journal submissions.

   Submissions should comprise a brief introduction explaining what the research question is, why it is important, and how it fits with and advances current knowledge. Authors must provide theoretical background and clear research gaps to present research objectives/questions. A clear justification should be presented for a particular methodology adopted by the author.

   Results and analysis of proposed research must be followed by a discussion leading to novel contributions of the author. A brief general discussion should list limitations and highlight why (and to whom) the findings make a difference.

2. **Review Paper**

   "A literature review is a systematic, transparent, and reproducible design for identifying, evaluating, and interpreting the existing literature (Fink, 2005)".

   "… critical analysis of research papers identifies systematic patterns, synthesizes knowledge, reveals unnoticed trends, and gaps in the literature, all contributing to theory development (Meredith, 1993)".

   The review paper should have an up-to-date synthesis and well-structured overview of the existing literature in a specific area of Business and Management. A review paper should mention the rationale of the choice of a research problem and clear methodology to present the literature review. The precise scope should be explained, preferably presented in a clear storyline. If there are already literature reviews in the same area, this needs to be made explicit, as well as the position of the current review paper compared to those previously published in the same area. The author should critically review the existing empirical studies, theoretical positions, methods

and methodology, and breakthrough findings. This critical review should add value by making explicit research gaps and a direction towards forming research questions or propositions.

A review paper can have one or more of the following themes.

- Empirical insights- A synthesis of what is already known (and maybe what is not), State of knowledge gaps in the literature, weaknesses of methodologies used, etc.
- Methodologies- An analysis of methods used, and their advantages and disadvantages, an overview of dominant methodologies used, Pros and cons of methodologies used, Opportunities for new methods.
- Theories- An investigation of different theories used and their importance. This might cover the implications for the results, strengths, and weaknesses, impact of theories used on results, the potential for other theories.
- Gaps in literature and a research agenda- This can relate to reviews with an empirical, methodological, and theoretical focus and suggest ways forward — main gaps in the literature, and avenues for future research.
- Relevance for real-world applications- A discussion or synthesis of how useful the literature is for real-world applications (policy, planning, etc.). Overview of knowledge available for real-world applications.

3. **Work in Progress Papers (Working/conceptual paper)**

Working papers typically describe ongoing work that is yet to be completed, but promising. For example, they can be theoretical (presenting promising frameworks), empirical (with some preliminary results), or present a design of novel and useful concepts, artifacts (testing need not be done), instrument design, etc. Working (Work in progress) papers should describe what work remains to complete the paper and how the authors plan to continue working on the paper.

After evaluating the submitted working papers, reviewers will give a decision regarding the acceptance in further two subcategories. First sub-category will be the presentation of the working paper and second sub-category will be poster presentation. Papers in the second sub-category will be accepted for slam presentations and poster display.

Posters are expected to contain key components of the proposed research such as background, motivation, objective, proposed methodology, implications, and potential contributions, and key references. Scholars with complete research papers should not opt for a poster presentation. Scholars will be given an opportunity to provide a 2 minutes slam presentation of their work in addition to regular poster display. A template for preparing posters and slam session slides will be communicated later.

## EVALUATION/REVIEW CRITERIA

- Papers communicated should not have been published or accepted for publication
- Objectives and research questions are expected to be clear and well-described
- The literature review is appropriate and critical
- Justification for choosing a particular methodology
- Analyses of results are appropriate leading towards the discussion

- Clear presentation of the novelty of findings or theoretical/empirical contributions
- Evidence supports the authors' arguments
- Clarity of exposition and logical flow
- Paper makes a useful contribution to the research community/society/industry or has the potential to deliver on the promised contribution

## AUTHOR GUIDELINES

Papers should be provided in a **single PDF document** (containing relevant supplementary materials, like Appendices, links to Data Sets etc.).

**THE PDF DOCUMENT SHOULD NOT CONTAIN THE AUTHOR DETAILS** *(Double Blind Review)*

Length/Font/Margins: The length of the paper should be between 6000 and 11000 words. This includes all text, including references and appendices. The margins should be kept 1'' all sides with a font size of 12 Times New Roman and line spacing of 1.5.

*Author details*: All contributing authors' names should be included with full names, email addresses, and affiliation **(In the submission portal only, NOT IN THE PDF TO BE UPLOADED)**

*The paper in pdf format should contain the following:*

*Title*: A title of not more than ten words should be provided.

*Structured Abstract*

Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings:

- Purpose (mandatory)
- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical/Social/Theoretical implications
- Originality/value (mandatory)

Maximum is 250 words in total (including keywords and article classification).

*Keywords*: Authors should provide appropriate and short keywords (not more than five keywords)

*Body:* Your paper with clear sections and sub-sections.

*References:* **IITM thesis referencing style** (Pdf attached in the mail). Any other referencing style (APA, Chicago, MLA, Harvard, Vancouver etc.) would suffice but please be *consistent.*

## Instructions for poster preparation

- Text sizes should be more than 18 in the poster.
- The size should be A1 (594mm x 849 mm).

- Please use Portrait Orientation.
- Organize the poster into relevant sections. Restrict to up to 5 key references only.
- Avoid densely packed, high word-count posters.
- We recommend including relevant figures and tables to enhance the visual appeal of the poster.
- Choose neutral or grayish colors for poster background over bright colors.