

(A) Guidelines For the Submission of Extended Abstract / Full Paper/Poster:

Title

Title of the paper should be within 15 words, bold typed, centered.

Manuscript should include

- Introduction
- Relevance of the study
- Objectives
- Research methodology
- Key findings of the study
- Implication of the study
- Key words (4-5)

Length of Manuscript

The manuscript should not exceed 6,000 words including Tables & Figures. Full Paper must include the Abstract not exceeding 250 words.

Length of Extended Abstract

Extended abstract should not exceed 750 words and should include objective, method and conclusion.

Font Style and Font Size

Use Times New Roman 12-point font, double spaced, 1-inch (2.5 cm) margin all around, and 8.5" × 11" page setting. References to be single spaced.

Tables and Figures

Place all tables & figures at the end with the indication at appropriate place in the main text. All tables, charts and graphs should not be colored and preferably compiled in excel sheet.

Quotations and Mathematical Notations

Quotations of four lines or more should be indented and typed in single space. Shorter quotations should be included in the body of the text. Mathematical notations should be clearly typed and all equations should be numbered.

References

References should be placed at the end of the manuscript, should be in APA (VI ed.) format. The in-text references should include the author's surname, and year of publication, for eg: 'Chapman (1983) has argued... Many questioned the equality of working Japanese women (Sano, 1983). Where an author has more than one publication in the same year, use alphabetical ordering to distinguish: '... for example, (Dabscheck, 1986b).

Submission of Paper

- The Full Paper to be submitted at: <https://easychair.org/conferences/?conf=5thaicc>
- **The paper must not contain any kind of author's personal or affiliated information on any page apart from the title page uploaded separately.**
- **At least one author of the paper must register and present the work in the conference.**

File Format

The file format should be PDF only.

Review

- Acceptance of Extended Abstract for full paper submission to the conference will be subject to blind review and decision of Conference Committee will be final.
- Acceptance of full paper for publication will be subject to plagiarism check and blind review process. The decision of editorial committee will be final.

Opportunity of Publication

- The extended abstract of accepted papers will be published online during the conference proceedings.
- The selected papers would be considered for publication either for the special issue or regular issue of Journal of Commerce & Business Studies, ISSN 2322-0767, bi-annual refereed Journal of Department of Commerce.

(B) Guidelines for Paper Presentation

The time allocated for a presentation is 12-15 minutes and 5 minutes allowed for discussion. Think in terms of the following slides:

- A title slide – Name, Title and what the paper is about.
- One slide with the hypothesis you want to investigate.
- 2 or 3 slides covering your current research plan.
- Select the key points only for each of your Power Point slides. Keep the amount of information on each slide to a minimum.

- Use a standard font such as Calibri, Times New Roman, Ariel or Tahoma, and a relatively large font size so that the information is readable from the back of a relatively large room.
- JPG images are the preferred file format for inserted images.
- Use of animation needs to be restricted.
- Send your presentations by 3rd November 2016, end of the day, before your arrival to the venue to: comconf@commerce.du.ac.in
- Plan to arrive at your session meeting room at least 15 minutes before the session begins.
- Please remember to keep a track of your allocated time.

(C) Guidelines for Posters Abstract Submission:

Submission of Abstract

The Abstract to be submitted at : comconf@commerce.du.ac.in

Length of Abstract

An abstract shouldn't exceed 1200 words. Abstract should include the conceptual framework, description of the method, data, results, and conclusions. No tables or figures should be included in the abstract.

Font Style and Font Size

Use Times New Roman 12-point font, double spaced, 1-inch (2.5 cm) margin all around, and 8.5" × 11" page setting.

References

Selected References in APA (6 ed.) should be placed at the end. References to be single spaced.

File Format

The file format should be PDF only.

Last Date of Submission

Last Date of Submission of Abstract :20th September 2016

(D) Guidelines for Poster Presentation:

Lay Out

Lay your poster sections in a logical order. Divide your poster either horizontally or vertically into three or four sections and place your materials within those spaces.

Poster Dimensions

The poster dimension to be 18" × 24" or 24" × 36".

Poster – Concise Summary of Research

Poster should include element such as title, introduction, method, result and conclusion.

Font Size

Use minimum font size of 18 and text should be legible from a distance of 5 to 10 feet.

Time Limit

Keep your poster presentation to 10 minutes.

(E) Important Dates & Conference Fee

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Extended abstract submission (Paper)	15 th September, 2016
Abstract Submission (Poster)	20 th September, 2016
Announcement of paper and poster acceptance	30 th September, 2016
Full paper submission	15 th October, 2016
Early bird registration	15 th October, 2016
Conference dates	4 th - 5 th November. 2016

Registration Categories	Registration Fee	Early Bird
Students	Rs. 200	
Research Scholars	Rs. 1000	Rs. 800
Member of Delhi University M.com Alumni association	Rs. 1200	Rs. 1000
National Delegates	Rs. 1500	Rs. 1200
International Delegates/ Paper Presenter	\$200	\$150

(F) Evaluative Policy for Best Paper/ Poster Award

The paper conforming the guidelines with academic rigour and exceptional theoretical/empirical output or leading to a novel formulation of theory would be considered for best paper/poster presented in the conference.