Guidelines for Authors

1. General Instructions

- The manuscript should be aligned as justified.
- Citation and referencing should be carried out in APA style.
- Abstract should not exceed 200 words.
- Abstract should be divided into 4 paragraphs with respect to objectives, methodology, findings and practical implications.
- There should be minimum three key words.
- The length of the research paper must be between 4000-5000 words.
- Figures, tables and boxes should be numbered consecutively in Arabic numeral, (e.g.; Figure 1, Figure 2, and Table 1, Table 2, etc.). Colorful customized figures and graphs shouldn't be drawn and figures and tables shouldn't be inserted in the main text. Instead, all the tables and figures should be presented in APPENDIX at the end of the paper.
- There should be at least one corresponding author whose name, Email ID and cell number should be mentioned.
- Main author and co-authors should mention their affiliations.

2. Formulation

<table>
<thead>
<tr>
<th>Content</th>
<th>Font Size</th>
<th>Font Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the paper</td>
<td>16 Bold</td>
<td>Times New Romans</td>
</tr>
<tr>
<td>Main Heading</td>
<td>14 Bold</td>
<td>Times New Romans</td>
</tr>
<tr>
<td>Sub heading</td>
<td>12 Bold</td>
<td>Times New Romans</td>
</tr>
<tr>
<td>Line Spacing</td>
<td>1.0</td>
<td>-</td>
</tr>
</tbody>
</table>

3. Submission

- All the manuscripts must be submitted online on this email: ibtjbs@ibt.edu.pk
- At first stage the format of the paper will be checked according to the prescribed guidelines. If some deficiency is observed, the author(s) will be informed. After removing the deficiencies, the paper will again be submitted on the same email ID as mentioned before.
- At the second stage, the plagiarism test will be conducted and will be reported to the corresponding author.
- Finally, the paper will be reviewed by two members of the peer review committee and their comments will be communicated to the corresponding author through email within a month.
- Response to the review comments should be communicated within 15 days to the associate editor.
- Acceptance of the paper can be given to the author(s), if they request, conditioned to the favorable comments of the reviewers.