



GNA JOURNAL OF MANAGEMENT AND TECHNOLOGY

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AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION AND SUBMISSION

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1. ABOUT THE JOURNAL

GNA Journal of Management and Technology (GJMT) is a double-blind peer-reviewed academic journal published by GNA University, Punjab, India. The journal publishes original research, review articles, case studies, and conceptual papers in the fields of management, business administration, information technology, entrepreneurship, and allied disciplines.

The journal welcomes contributions from academicians, researchers, industry professionals, and postgraduate students. All submissions must be original, unpublished, and not under consideration elsewhere. Manuscripts must adhere strictly to these guidelines; non-compliant submissions will be returned without review.

2. SCOPE AND COVERAGE

GJMT covers — but is not limited to — the following thematic areas:

- Strategic Management and Organizational Behaviour
- Human Resource Management and Industrial Relations
- Marketing Management and Consumer Behaviour
- Financial Management, Accounting, and Economics
- Operations Management and Supply Chain
- Information Technology, AI, and Digital Transformation
- Entrepreneurship, Innovation, and Start-up Ecosystems
- Sustainability, CSR, and Environmental Management
- Rural Development and Social Entrepreneurship

3. MANUSCRIPT TYPES AND WORD LIMITS

Table 1: Accepted Manuscript Categories and Corresponding Word Limits

Manuscript Type	Word Limit	Abstract Limit	Description
Original Research Article	6,000 – 8,000	200 – 250 words	Empirical or theoretical work with primary/secondary data
Review Article	7,000 – 10,000	200 – 250 words	Systematic or narrative review of existing literature
Case Study	4,000 – 6,000	150 – 200 words	In-depth study of a real organisation or event
Conceptual / Theoretical Paper	5,000 – 6,000	150 – 200 words	Framework, model, or theory development
Short Communication / Research Note	1,500 – 3,000	100 – 150 words	Preliminary findings or brief scientific communication

Note. Word limits exclude the title, author details, abstract, keywords, tables, figures, and references.

4. MANUSCRIPT FORMATTING SPECIFICATIONS

4.1 Font, Size, and Typography

All manuscripts must use Times New Roman as the sole typeface throughout the document, including headings, body text, tables, figure captions, footnotes, and references. No other font is permitted. The following table summarises the complete typographic scheme:

Table 2: Typography Specifications for Manuscript Preparation

Element	Specification	Example	Notes
Title Font	Times New Roman, 12pt Bold	Research Paper Title	Centered, All Caps
Authors	Times New Roman, 12pt Bold	Dr. A. Sharma	Centered
Abstract Heading	Times New Roman, 12pt Bold Italic	Abstract	Left aligned
Abstract Body	Times New Roman, 11pt, Italic	This paper investigates...	Justified
Section Headings	Times New Roman, 14pt Bold	1. Introduction	Left, numbered
Sub-headings	Times New Roman, 12pt Bold Italic	1.1 Background	Left, numbered
Body Text	Times New Roman, 12pt, Regular	The study reveals...	Justified, 1.5 spacing
Figure Caption	Times New Roman, 10pt Bold Italic	Figure 1: Research Framework	Centered, below figure
Table Caption	Times New Roman, 10pt Bold Italic	Table 1: Descriptive Statistics	Centered, above table
References	Times New Roman, 11pt	APA 7th Edition	Hanging indent

4.2 Page Setup and Margins

Manuscripts must be prepared on A4 size paper (210 mm x 297 mm). The following margins must be strictly maintained:

Table 3: Page Margin Specifications

Margin	Size	Unit
Top	1 inch (2.54 cm)	All pages
Bottom	1 inch (2.54 cm)	All pages
Left	1.25 inches (3.17 cm)	All pages
Right	1 inch (2.54 cm)	All pages

Note. Line spacing must be 1.5 throughout the entire manuscript, including the abstract, body text, and references. Paragraph spacing should be set to 0 pt before and 6 pt after each paragraph.

4.3 Page Structure

The manuscript must be structured in the following order. Each major section must begin on a new page as indicated:

Table 4: Required Manuscript Page Structure

Section	Content	Guidelines
Title Page	Paper title, author names, affiliations, corresponding author, date	Separate from abstract page; no headers/footers
Abstract Page	Abstract (150–250 words) + Keywords (5–8)	Begin on new page after title page
Main Text	Intro, Literature Review, Methodology, Results, Discussion, Conclusion	Double column for submission; single column for review
References	All cited works in APA 7th edition	Begin on new page; hanging indent 0.5 inch
Appendix	Supplementary materials, raw data, instruments	Optional; label as Appendix A, B, etc.

5. TITLE PAGE REQUIREMENTS

5.1 Paper Title

The title must be concise, informative, and not exceed 15 words. It should clearly reflect the content and scope of the paper.

- Font: Times New Roman, 16 pt, Bold, ALL CAPS
- Alignment: Centered
- Maximum length: 15 words (subtitles permitted using a colon)

5.2 Author Names and Affiliations

List all authors in the order of their contribution. Each author's name should appear on a separate line, followed by their affiliation on the next line.

- Author name: Times New Roman, 12 pt, Bold, Title Case
- Affiliation: Times New Roman, 11 pt, Regular, Title Case (Department, Institution, City, Country)
- Email address: Times New Roman, 10 pt, Regular (for corresponding author only, marked with *)
- Maximum authors without justification: 6

Example: *Dr. Rajiv K. Sharma* | Professor, Department of Management Studies | GNA University, Phagwara, Punjab, India | *Corresponding Author: rajiv.sharma@gnauniversity.edu.in*

6. ABSTRACT AND KEYWORDS

6.1 Abstract

The abstract must be structured and self-contained. It should not contain citations, abbreviations (unless defined), or references to figures or tables. The abstract must be written in a single paragraph and should cover the following five elements:

- Purpose/Objective — what the paper aims to achieve
- Design/Methodology/Approach — research design and data collection methods
- Findings — key results and major conclusions
- Research Limitations/Implications — scope limitations and practical implications
- Originality/Value — contribution to existing knowledge

Font specification for abstract: Times New Roman, 11 pt, Italic, Justified, with the heading "Abstract" in 12 pt Bold Italic.

6.2 Keywords

Provide 5 to 8 keywords immediately after the abstract. Keywords must be arranged alphabetically and separated by semicolons. They should not repeat exact words from the paper title.

- Font: Times New Roman, 11 pt, Italic
- Format: Keywords: Artificial Intelligence; Business Strategy; Digital Transformation; HRM; Innovation; SMEs

7. STRUCTURE OF THE MAIN TEXT

Research papers submitted to GNA-JMT must follow the IMRAD structure (Introduction, Methodology, Results and Discussion) with the addition of a Conclusion. Each section is described below:

7.1 Introduction (Section 1)

The introduction must establish the background, identify the research gap, state the research objectives and questions, and provide a brief overview of the paper structure. It should not contain detailed methodology or results.

7.2 Literature Review (Section 2)

This section should critically analyse existing literature to establish the theoretical framework and justify the research gap. Sub-headings may be used. The literature review must be recent (minimum 60% of references from the past 10 years).

7.3 Research Methodology (Section 3)

Describe the research design, sampling strategy, data collection instruments, and data analysis methods in sufficient detail to allow replication. For quantitative studies, include sample size, statistical tools, and validity/reliability measures. For qualitative studies, specify the research paradigm, participant selection, and data saturation criteria.

7.4 Results and Analysis (Section 4)

Present findings objectively. Use tables and figures where appropriate. Each table and figure must be cited in the text before it appears. Avoid repeating in prose what is already visible in tables or figures.

7.5 Discussion (Section 5)

Interpret findings in relation to the research questions and existing literature. Highlight agreements, contradictions, and theoretical contributions. Acknowledge limitations.

7.6 Conclusion (Section 6)

Summarise key contributions, practical implications, policy recommendations, and directions for future research. The conclusion should not simply restate findings from the results section.

8. SECTION AND SUB-SECTION HEADING FORMAT

All headings must be numbered using the Arabic decimal system. A maximum of three levels of heading is permitted. Do not use a fourth level of heading; restructure the paper instead.

Table 5: Section Heading Format Specifications

Level	Example	Font Style	Font Size	Spacing
Level 1 (H1)	1. Introduction	Times New Roman, Bold, ALL CAPS	14 pt	1.5 pt before, 6 pt after
Level 2 (H2)	1.1 Background	Times New Roman, Bold, Title Case	12 pt	1.5 pt before, 4 pt after
Level 3 (H3)	1.1.1 Historical Context	Times New Roman, Bold Italic, Title Case	12 pt	1.5 pt before, 4 pt after

9. FIGURES AND ILLUSTRATIONS

9.1 General Requirements

Figures include all graphs, charts, diagrams, maps, photographs, and illustrations. Each figure must be original and must add value that cannot be conveyed in text or tables alone.

9.2 Numbering and Captioning

Figures must be numbered consecutively in the order they are first mentioned in the text using Arabic numerals (Figure 1, Figure 2, Figure 3, ...). Do not use Roman numerals or alphabetic sequences.

- Caption position: Centered, below the figure
- Caption format: "Figure [Number]: [Descriptive Title]"
- Caption font: Times New Roman, 10 pt, Bold Italic
- Caption spacing: 6 pt after the figure, 3 pt before the caption, 12 pt after the caption

9.3 In-Text Citation of Figures

Every figure must be cited in the text before it appears. Use the format "(see Figure 1)" or "as shown in Figure 2" or "Figure 3 presents the...". A figure must never appear before it is mentioned in the text.

9.4 Technical Specifications

- Minimum resolution: 300 DPI for photographs; 600 DPI for line drawings
- Acceptable formats: TIFF, EPS, or high-resolution PNG/JPEG
- Colour mode: RGB for online publication; CMYK for print version
- Maximum figure width: single column = 8.5 cm; double column = 17.5 cm
- All text within figures must be readable at the published size (minimum 8 pt equivalent)
- Figures with axes must include clearly labelled axis titles with units in parentheses

Important: Authors must ensure they hold copyright for all figures. Figures reproduced from other sources must include full attribution and written permission from the copyright holder.

10. TABLES

10.1 General Requirements

Tables must be used to present complex quantitative or comparative information that cannot be conveyed efficiently in text. Every table must be self-explanatory with an informative caption.

10.2 Numbering and Captioning

- Caption position: Centered, above the table
- Caption format: "Table [Number]: [Descriptive Title]"
- Caption font: Times New Roman, 10 pt, Bold Italic
- Caption spacing: 12 pt before caption, 3 pt between caption and table, 12 pt after table

10.3 Table Formatting Rules

- Use Times New Roman, 10 pt for all text within tables
- Table header row: Bold, with shaded background (dark blue); font colour white
- Cell alignment: text left-aligned; numbers right-aligned or centered

- Use horizontal rules only: a top rule, a rule below the column headers, and a bottom rule. No vertical rules.
- Footnotes to tables are placed immediately below the table, preceded by the label "Note." in italics (Times New Roman, 9 pt, Italic)
- Statistical significance notation: * $p < .05$; ** $p < .01$; *** $p < .001$
- All abbreviations used in tables must be defined in the table footnote even if already defined in the text

10.4 In-Text Citation of Tables

Every table must be cited in the text before it appears, using the format "(see Table 1)" or "Table 2 presents...". Tables must appear as close as possible to their first citation in the text.

11. EQUATIONS AND MATHEMATICAL NOTATION

Equations must be typed using Microsoft Word's built-in Equation Editor or MathType (not as images). Number all equations consecutively with Arabic numerals in parentheses, right-aligned on the same line as the equation.

Example: $Y = a + b_1X_1 + b_2X_2 + \varepsilon$ (1)

All variables and constants must be defined immediately after or before the equation in which they first appear. Use italics for scalar variables (e.g., x , n , t). Vectors and matrices should appear in bold (e.g., X , β).

12. IN-TEXT CITATIONS AND REFERENCE LIST

12.1 Citation Style

GNA-JMT follows the APA 7th Edition citation style for all in-text citations and the reference list. Authors must ensure all in-text citations have a corresponding reference list entry and vice versa.

12.2 In-Text Citation Formats

- Single author: (Sharma, 2022) or Sharma (2022) found that...

- Two authors: (Gupta & Singh, 2021) or Gupta and Singh (2021)
- Three or more authors: (Kumar et al., 2023) or Kumar et al. (2023)
- Direct quotation: (Patel, 2020, p. 45) — page number mandatory for direct quotes
- Multiple citations: listed alphabetically, separated by semicolons: (Arora, 2019; Mehta, 2021; Rao, 2022)
- Secondary citation (use sparingly): (Smith, 2010, as cited in Jones, 2022)

12.3 Reference List Format

The reference list must appear at the end of the manuscript on a new page, titled "References" (14 pt, Bold, centred). All references must be formatted in APA 7th edition with a hanging indent of 0.5 inch (1.27 cm). References must be listed alphabetically by the first author's surname.

Journal Article: Sharma, R. K., & Verma, P. (2022). Impact of digital transformation on SME performance in India. *GNA Journal of Management and Technology*, 7(2), 45–62. <https://doi.org/10.xxxx/xxxxx>

Book: Kotler, P., & Keller, K. L. (2022). *Marketing management* (16th ed.). Pearson Education.

Book Chapter: Singh, A. (2021). Sustainability strategies in emerging economies. In R. Gupta & M. Rao (Eds.), *Business in South Asia* (pp. 112–135). Springer.

Conference Paper: Kumar, V., & Mehta, S. (2023, March). AI adoption barriers in Indian banking. Paper presented at the International Conference on FinTech, Mumbai, India.

Website: World Bank. (2023). *Global economic prospects 2023*. <https://www.worldbank.org/en/publication/global-economic-prospects>

13. ETHICAL REQUIREMENTS

13.1 Originality and Plagiarism

All submissions are screened using anti-plagiarism software. The maximum acceptable similarity index is 15%, excluding the reference list, quoted material, and common phrases. Manuscripts exceeding this threshold will be rejected without review.

13.2 Authorship

Authorship must be limited to individuals who have made a substantial intellectual contribution to the conception, design, execution, or interpretation of the work. All listed authors must approve the final manuscript and agree to its submission. Any changes to authorship after submission require written justification and approval from the Editor-in-Chief.

13.3 Conflicts of Interest

All authors must disclose any financial, personal, or institutional relationships that could be perceived as influencing the research outcomes. A conflict of interest statement must be included at the end of the manuscript, before the references. If there are no conflicts, authors must state: "The authors declare no conflict of interest."

13.4 Research Ethics Approval

Research involving human participants must have received appropriate ethics committee approval. The ethics approval number must be stated in the methodology section. Studies involving primary data collection from human subjects must confirm that informed consent was obtained.

13.5 Funding Acknowledgement

If the research received external funding, the funding body, grant number, and any conditions must be disclosed. If the research received no external funding, include the statement: "This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors."

14. SUBMISSION GUIDELINES

14.1 File Format

- Main manuscript: Microsoft Word (.docx) format only. PDF submissions are not accepted.
- Figures (if submitted separately): TIFF or high-resolution PNG/EPS files, named Figure1.tiff, Figure2.tiff, etc.

- Cover letter: Separate .docx or .pdf file confirming originality, author contributions, and absence of duplicate submission
- Supplementary materials: Label clearly as Supplementary_File_1.docx, etc.

14.2 Blinding for Review

GNA-JMT operates a double-blind peer review process. The main manuscript file must be completely anonymised:

- Remove all author names and affiliations from the main manuscript file
- Remove acknowledgements (submit separately if required)
- Replace self-citations with "[Author, Year]" or "Author (Year)"
- Ensure document properties (File > Info > Properties) do not reveal author identity

14.3 Submission Portal and Contact

All manuscripts must be submitted through the official online submission portal available at: <https://www.gnauniversity.edu.in/gna-journals>

For queries, contact the Editorial Office:

- Email: gna.journal@gnauniversity.edu.in
- Phone: +91 7087302404
- Address: Editorial Office, GNA University, Sri Hargobindgarh, Phagwara-Hoshiarpur Road, Phagwara, Punjab 144401 (INDIA)

15. REVIEW AND PUBLICATION PROCESS

Table 6: Manuscript Review and Publication Timeline

Stage	Responsible Party	Estimated Timeline
Initial Compliance Check	Editorial Office	3–5 working days
Desk Review by Editor-in-Chief	Editor-in-Chief	5–7 working days
Double-Blind Peer Review	2–3 External Reviewers	4–6 weeks
Editorial Decision	Editor-in-Chief	1 week after review
Revision (if required)	Authors	2–4 weeks
Final Acceptance	Editorial Office	1–2 weeks

Copyediting and Proofing	Production Team	2–3 weeks
Online First Publication	Production Team	1–2 weeks
Issue Publication	Production Team	Per issue schedule

16. PRE-SUBMISSION CHECKLIST

Authors must confirm all of the following before submission. Non-compliant manuscripts will be returned without review:

- Manuscript prepared in Times New Roman throughout, with correct font sizes as per Table 2
- Page size A4 with correct margins (Table 3)
- Line spacing 1.5 throughout, including abstract and references
- Title page complete: title, all authors, affiliations, and corresponding author email
- Structured abstract within word limit with 5–8 keywords
- Main text anonymised for double-blind review
- All section headings numbered in Arabic decimal format
- All figures numbered consecutively as Figure 1, Figure 2, ... with captions below
- All tables numbered consecutively as Table 1, Table 2, ... with captions above
- All figures and tables cited in text before they appear
- All equations numbered with Arabic numerals in parentheses
- References in APA 7th edition format with hanging indent
- All in-text citations match the reference list
- Plagiarism similarity below 15%
- Ethics approval number stated (if applicable)
- Conflict of interest statement included
- Funding acknowledgement included
- Cover letter submitted as a separate file

*These guidelines are effective from January 2025 and supersede all previous versions.
gna.journal@gnauniversity.edu.in | <https://www.gnauniversity.edu.in/gna-journals>*