



ST. JOSEPH'S COLLEGE

AUTONOMOUS

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**ST. JOSEPH'S JOURNAL
OF BUSINESS RESEARCH**

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OUR TEAM

PUBLISHER DETAILS

Publisher Address	Publisher in-charge:
St Joseph's College (Autonomous) School of Commerce and Management Bengaluru 560027, Karnataka India 080 2227 4079 080 2221 1429 Office Email: desk@sjc.ac.in	Dean's office School of Commerce and Management St Joseph's College (Autonomous) Bengaluru 560027, Karnataka India sjcdeanscm@sjc.ac.in

CHIEF EDITOR	Associate Editor
Dr. Padma Nandan School of Commerce and Management St Joseph's College (Autonomous) Bengaluru 560027, Karnataka India padma.nandan@gmail.com	Dr Benedict Valentine Sunway College Victoria University Programme Bandar Sunway, 47500 Selangor Darul Ehsan Malaysia. benedicta@sunway.edu.my

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11. Dr Fathima Farzana- Asst Professor, St Joseph’s College (Autonomous), India

PUBLICATION TEAM:

1. Prof.Amita Priyadarshini- HOD,Department of Commerce &Asst Professor, St Joseph’s College (Autonomous), India
2. Mr.Charles Ambrose, Asst Professor, St Joseph’s College (Autonomous), India
3. Dr.Hariharan- Asst Professor, St Joseph’s College (Autonomous), India
4. Prof. Pruthvi Kashyap G- Asst Professor, St Joseph’s College (Autonomous), India

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ABOUT THE JOURNAL

In recent years, the field of Commerce and Management has seen new areas of development especially relating to the convergence of Commerce with technology. It is pertinent that we keep abreast with these path changing developments and research is the proven way to enable this. In pursuit of this endeavour, the School of Commerce and Management, St. Joseph's college (Autonomous) is pleased to call for original research papers for its journal "**St. Joseph's Journal of Business Research**" (SJBR). The mission of this journal is to foster research culture by offering a common platform to researchers to publish their original studies in the emerging areas of commerce and management. It strives to be abreast with the recent developments in Business by publishing pioneering studies in the areas of Commerce and Management. Together, lets open our minds to new paths of exploration.

AIMS

- To publish current, empirical research that builds, extends, or tests commerce and management theories and practices.
- To publish contemporary research in the field of commerce and management
- To encourage research that is relevant and finds applicability in dynamic business environments.

ISSUE THEME (SUGGESTED AREAS)

- General Management
- Banking, Financial Services and Insurance
- Tourism Administration & Management
- Corporate Governance and Business Ethics
- Industrial and Public Relations
- Emerging Paradigms in Accounting
- Accounting Information Systems
- Technology and Innovation
- Emerging Paradigms in Finance
- Emerging Trends in Marketing
- E-Commerce
- Global Business
- Health Care Administration
- Labour Relations & Human Resource Management
- Quality Management
- Logistics and Supply Chain Management
- Customer Relationship Management
- Knowledge Management and practices
- Business Communication
- International Financial Markets
- Economic/Financial Distress in Pandemic
- Financial Reporting and Business Restructuring
- IPR
- Entrepreneurship
- Corporate social Responsibility and Sustainability

REVIEW PROCESS AND GUIDELINES

I) Peer Review Process

After submission, the editor will cautiously assess the manuscript to decide if it fits within the objectives and scope of the journal and is later verified for plagiarism. The editor will also assess the manuscript's quality, relevance and suitability of research methods. Manuscripts that are not desk rejected are sent forward to undergo a double-blind – peer review, along with a reviewer's checklist consisting of experts on the paper's topic and methods.

Reviewers are expected to assess the following essentials of the manuscript on a five- point quality scale.

- Importance and innovativeness of the topic
- Objectives
- Methodology
- Literature review
- Results
- Conclusions
- Structure
- Quality of the manuscript regarding the academic writing

In addition, each reviewer is expected to write a report highlighting the paper's strengths, weaknesses, suggestions for enhancement and concluding with one of the following recommendations:

- Accept submission
- Minor revisions required
- Major revisions required
- Decline submission

If not rejected in this process, authors are asked to improve their manuscript according to the suggestions of the reviewer and the editor. The ultimate decision to accept a paper is taken by the editors based on their own editorial review, the reviewers' reports and evaluation of the improvements required. During the publication process, authors may be asked to make additional changes, adaptations, and improvements, if necessary.

II). Manuscript Preparation Guidelines

1. Language

The language of the manuscript must be English (either American or British standard, but not the mixture of both).

2. Length of paper

The length of the paper should be within 15-20 pages (Times New Roman, 12 Font) including tables, figures, references and appendices (if any). Paper containing more than 20 pages will be returned to the author(s) to abridge. Articles should be typed in single space within paragraphs, double space between paragraphs with wide margins (1 inch on all sides). Authors are recommended to write as concisely as possible, but not at the cost of clarity.

3. Title Page

The title page should include:

- I. A concise and informative title
- II. The name(s) of the author(s)
- III. The affiliation(s) and address (es) of the author(s)

- IV. The ORCID account, e-mail address, contact number of the corresponding authors.

4. Abstract

Provide an abstract of 250 words. The abstract should:

- I. State the principal objectives and scope of the investigation,
- II. Describe the methodology employed,
- III. Summarize the results and
- IV. State the key conclusion.

5. Keywords-

- I. 4 to 6 Keywords are required
- II. List them in order of importance
- III. Should identify the main points of the paper
- IV. Separated by a comma

***The authors are also encouraged to follow the JEL Classification of keywords .**

6. Main Text

Divide the manuscript into clearly defined and numbered sections. Subsections should be numbered 1, 2, (then 1.1, 1.1.1, 1.1.2), etc. The abstract is not included in section numbering. Main text of the manuscript is consisting of:

I. Introduction

Provide the necessary background information to put the research work into context. The introduction should be provided within 2-3

paragraphs based on the type or category of information presented with the objectives of the study.

II. Methodology

This section must be brief but informative. Clearly explain the way in which the research work was carried out according to the following generalized structure:

How the data was obtained?

How the data was analyzed?

III. Results

It is the most significant part of a paper. The Results section presents the experimental data to the reader and is not a place for discussion or interpretation of the data. The data itself should be presented in tables and figures. Introduce each group of tables and figures in a separate paragraph.

Ensure the following while using tables and figures:

- Tables and graphs should be submitted in their original Word/Excel format.
- Tables should not be split across pages
- The entire table should be single spaced including title, headings and notes.
- The table should be referred in the text. The text should explain what the reader should look for when using the table or figure.
- The tables can be either coloured or black and white.
- Abbreviations, terminology, probability level values must be consistent across tables and figures in the same article.
- Likewise, formats, titles and headings must be consistent.
- Number all the figures consecutively with Arabic numerals.
- Avoid overuse of effects like 3D effects, shading and layered text.

- The height of figures should not exceed the top and bottom margins.
- The text in a figure should be in Times New Roman.
- The font size must be between eight and twelve point.

IV. Discussion

- Finalize the discussion section according to the following criteria:
- Try to present the principles, relationships and generalization shown by the results. Discuss, and do not summarize the results.
- Show how the results and interpretations are in agreement with (or in contrast) with previous published works.
- Discuss both theoretical implications, as well as practical application.
- Author should be more focused on the justification of the results.

V. Conclusions

It is important to include the practical implications of your research in the Conclusions, discussing what the implications are for practitioners, companies etc. First introduce the work and then briefly state the major results. Then state the major points of the discussion. Finally, end with a statement of how this work contributes to the overall field of study. Author should present conclusion in one or two paragraphs with the whole message.

The Conclusions section can be written up by using the following structure:

- Introduction,
- Results,
- Significance of the research implications,

- Limitations and
- Recommended topics for further study.

VI. References

- References should be included at the end of the manuscript.
- References should be complete in all respects, with authors' surnames arranged alphabetically following conventional citation styles.
- Authors are requested to follow the APA 7th edition style. (Please visit www.apastyle.org to learn more about APA style)

VII. Supplementary Material

Unpublished material such as tables and figures that relate to the manuscript but are too lengthy to be printed with the manuscript can be submitted online as Supplementary Material. Do not include material that has been published previously or is otherwise under copyright restriction.

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE

I). Ethics Guidelines for Authors

- **Originality and Plagiarism** - Authors need to ensure that the research paper submitted is original and has not been published elsewhere under the same or different title.
- **Acknowledgment of Sources** - Authors need to ensure that all the authors are represented accurately and clear references are given to work done by others. The onus is on the authors to reveal the source of all data and third-party material used. This includes any material used previously in both published and unpublished work by the authors themselves
- **Authorship of The Paper** - Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors
- **The Corresponding Author**- The Corresponding Author is the author responsible for communicating with the journal for publication. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the

paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication

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- **Disclosure and Conflicts of Interest** - Any conflict of interest should be stated openly. If the research work submitted for publication will benefit a company, organisation or service that any of the authors is a part of, then the work should be accompanied by a disclosure.
- **Fundamental Errors in Published Work**- When any ethical or technical issue is found with a published research work, the authors should be ready to provide corrigenda in a timely manner and cooperate with the editor and publisher in case of publication of an errata or retraction of the published research work.

II). Ethics Guidelines for Editors

- **Understanding the Ethics Policy**- Editors should read and understand our ethics policy, and follow them during all editorial processes ensuring the maintenance of the highest quality of academic integrity in publications. Editors should ensure that the

research work submitted for publication complies with the requirements of the journal.

- **Confidentiality** - The Editor - In - Chief, the Associate Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers and the publisher.
- **Fair Play**-All publication processes should be transparent and any queries from the authors regarding the publication process should be answered in a timely manner. Editors should communicate all editorial decisions regarding a research work submitted for publication to the respective author and give the authors the chance to appeal against the same.
- **Double-Blind Peer Review**- All research work submitted for publication should be subjected to a double-blind peer review and the review report should be submitted to the publisher for archival purposes.
- **Review Period**- Editors should ensure that the reviewers submit their reviews in the format given by the publisher and the review is done within a month from the receipt of the article. If the review report is not received and forwarded to the author within a month, the editor should inform the author on the reason for delay.
- **Decision on The Publication of Articles**- Editors need to keep the publishers informed of all editorial decisions and submit all relevant documents supporting the same. Any discrepancy, misrepresentation or insufficiency in copyright permissions procured by a research work sent for publication, as identified by the editor, should be brought to the notice of the publisher.
- **Disclosure and Conflicts of Interest** - Unpublished materials disclosed in a submitted manuscript must not be used by anyone

who has a view of the manuscript (while handling it) in his or her own research without the express written consent of the author and any article found using false data or has a detrimental impact on society should not be considered for publication. In case it is found after publication, the editors should publish an errata or corrigendum or retract the article depending on the seriousness of the issue.

III). Ethics Guidelines for Reviewers

- **Understanding the Ethics Policy** - Reviewers should read and understand the publication ethics policy of our journals and guidelines for submissions document. Reviewers may not accept the invitation to review a research work if they do not agree to the ethics policy of the journal or find the work submitted for review not relevant to their area of expertise.
- **Confidentiality** - Reviewers should maintain the confidentiality of their work. Reviewers should not attempt to identify the author of a research work submitted for review and should maintain their anonymity.
- **Promptness** - Any selected referee who feels unqualified to review the assigned manuscript or unable to provide a prompt review should notify the Editor- In - Chief and the Associate Editor and excuse himself/herself from the review process.
- **Communication**- Reviewers should communicate well with the editors and publishers. Reviewers may approach the editors if they have any queries regarding the journal and its policies.
- **Acknowledgment of Sources** - Reviewers should identify relevant published work that has not been cited by the authors. Any statement that had been previously reported elsewhere should be

accompanied by the relevant citation. A reviewer should also call to the Editor- In- Chief/Associate Editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

- **Honestly and Objectively-** Reviewers should assess a work honestly, rigorously and objectively. The use of unprofessional or subjective language should be avoided in the review report. The review report should be sent to the editor within 28 days from the receipt of the research work for review.
- **Re- Review** - Reviewers should be ready to review the research work they reviewed earlier. The reviewers may suggest changes and report any ethical misconduct to the editors. The author reworked papers may be sent to them for reconsideration.
- **Conflict of Interest** - Reviewers should not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.