

12. Checklist for Authors (<https://mnlrc.in/checklist-for-authors/>)

Checklist for Authors While Submitting Their Manuscripts

As part of the on-line submission process, authors should carefully check their submission, using the below Check List for careful compliance with the following items as the manuscript will be returned to the authors as Incomplete Submission if any of the following points is missing.

- The main manuscript has been prepared by all the concerned authors, after carefully reading all the Instructions to Authors.
- All authors through the corresponding or principal author have filled and enclosed the [Author Ethical Statement, Copy Right and Plagiarism-Check Certificate](#) along with their manuscript.
- The above forms of Author Ethical Statement, Copy Right and Plagiarism-Check Certificate should be downloaded from journals website www.mnlrc.in and must be filled, signed by all authors and attached with the MS.
- The submission file format is in ~Microsoft Word document file and not a PDF.
- The text is double-spaced and should be within the word limit of 4000 words or 20 pages with a 12-point Roman font
- *Italics must be used only for all scientific / Latin / Greek names.*
- A single manuscript word file has been submitted that contains title page, short running title, author details, abstract followed by main manuscript.
- Check all correct authors names, their addresses, email ID of corresponding author and ORCID link of all authors.
- A brief cover letter stating why the submission is suitable for *Management & Technology Research Communications* must be attached mandatorily giving names, addresses and e-mail ids of 3 subject experts to serve as unbiased reviewers, who should be from different universities and institutions, preferably of other countries.
- Main MS file must be in word format, single and must contain all text matter headings such as Title, Short Running Title, Abstract, MS Main Text Matter Tables / Figures / and References in it.
- Abstract of 250 words must be written under headings: Background / Introduction, Objectives and Rationale, Brief Methods, Results and Conclusion.
- Mention 5 key words below the abstract in alphabetical order
- Only 5 subheadings are required in the main MS: Introduction, Material and Methods, Results & Discussion, Conclusion and References.
- Ethical approvals / consent to participate must come in Methodology. Acknowledgements / funding details (if any) must come after Conclusion before References.

- All illustrations, figures, and tables are properly numbered and should be arranged between Results & Discussion.
- Size of tables / figures must not be more than half a page. All legends of tables / figures must be written right below them.
- References should be written in text matter of the MS with AUTHORS LAST NAME WITH YEAR IN PARENTHESSES () Strictly as per Harvard Style of References.
- Do not use any italics for names of Journals or their Volumes Numbers or years
- All References should be written in text matter in Vancouver style ie in numbers in parentheses [],
- All references in the Reference Section must be arranged by numbers (1,2,3,4,5....) as they come in text matter sections