

Bank Quest – Guidelines for Manuscript Submission

[English/Hindi]

Original works by the author or authors should be submitted to Bank Quest. Only unpublished articles that have not been submitted for publication elsewhere will be considered for publication. Papers that are submitted to the Bank Quest for publication should not be under review at other journals.

Articles should be sent to: editor@iibf.org.in

Objectives:

The primary objective of Bank Quest is to present the theory, practice, analysis, views and research findings on issues/developments, which have relevance for current and future of banking and finance industry.

The aim is to provide a platform for Continuing Professional Development (CPD) of the members of the Institute and also to create a space for the academics in disseminating original research outcomes and innovative knowledge in the field of banking and finance.

Guidelines for manuscript submission

Each article submitted to Bank Quest is initially assessed by the Editor for general suitability. It may then be subjected to a review process by the experts in the field. On the basis of the feedback of the reviewer the article will be either accepted or rejected. If minor corrections are suggested, then the contributor will be asked to rectify the anomalies pointed by the reviewer and submit and if it's found satisfied the article will be considered for publication. The Editor has the discretion to vary this process.

The articles for Bank Quest should have a uniform template in the form of a title focussing on the core of the work done, an abstract, introduction and background, statement of the problem, review of literature, theoretical or conceptual framework, objectives, methodology, hypothesis if any, analyses and discussion, Suggestions and policy recommendations, conclusion, end notes if any and references.

Authors should carefully note the following before submitting any articles:

Format: The article, should be submitted in MS Word, Times New Roman, Font Size 12 with 1½ line spacing. The primary heading should be in capitalized form (Uppercase) and boldface. The sub-headings should be in title - case capitalization (first letter of each word in capital), in bold, and should be italicized.

Manuscripts should be prepared using APA style. For detailed information, refer to the Publication Manual of the American Psychological Association (7th ed.), <http://apastyle.org>

Word Length: The research articles may be in the range of 5000 to 6000 words in length. However, the contents of the article should justify the words.

The other articles may range between 2000 to 3000 words depending on the subject, coverage and quality.

Author's Profile: The cover page of the article should include full name, designation, name of organization, telephone and fax numbers, and e-mail address or last position held in

case of retired persons. The author's name or affiliations should not appear anywhere else in the body of the manuscript. The actual paper should commence from the second page containing the title followed by the Abstract, Keywords, and the main paper.

Title: A title of, preferably, fifteen words or less should be provided.

Abstract: The abstract should be clear and provide an excellent summary of each article's content. It should briefly describe the objectives, explain how the study was done, and summarize the key results. The Abstract should be written in past tense and should not be more than 250 words. Avoid the use of abbreviations and references in the abstract. The Abstract should be followed by relevant keywords.

Figures, charts and diagrams: Essential figures, charts and diagrams should be referred to as 'Figures' and they should be numbered consecutively using Arabic numerals. Each figure and diagram should have brief title. Diagrams should be kept as simple as possible. Figures, charts and diagrams should be provided in the text and should also be provided in original formats.

Tables: Use of tables, wherever essential, should be done within the article, also it should be printed or typed on a separate sheet of paper and numbered consecutively using Arabic numerals (e.g. Table-1) and contain a brief title. Tables should be numbered consecutively as Table 1, Table 2, Table 3, and so on (and not as Table 1.1, Table 1.2, Table 1.3, and so on). The title of the table should be placed above the table. The source should be indicated at the bottom.

Picture/photos/illustrations: The reproduction of any photos, illustration or drawings will be at the Editor's discretion. Sources should be explicitly acknowledged by way of footnote, all computer-generated pictures should be clear and sharp.

Emphasis: Words to be emphasised should be limited in number and italicised. Capital letters should be used only at the start of the sentences or for proper names.

References: References should be included at the end of the paper. All the references should be cited in the body of the text. References and citations should be complete in all respects and arranged in alphabetical order. Authors are requested to include only a list of cited References and not a Bibliography. Reference to a citation in the text should be made by means of the author's name followed by the year of publication in parenthesis. The references must follow the style guide of the American Psychological Association (APA) (7th edition). Example;

Tobin, J. (1958): Liquidity Preference as Behaviour Towards Risk, *Review of Economic Studies*, Vol.25, pp.65-86.

Tobin: J. (1971): *Essays in Economics*, Vol. 1, Macroeconomics, Amsterdam: North Holland

Shrotryia,V.K., and Kalra, H.(2022). Herding in the Crypto Market: A Diagnosis of Heavy Distribution Tails. *Review of Behavioural Finance*, 14(5), 566- 587.

Footnotes & Endnote: Footnotes, italics, and quotation marks should be kept to the minimum. All notes must be serially numbered. These may be given at the end of the Paper or on every page as endnotes.

Contributors whose papers are accepted or rejected will be informed by email only.

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