

Guidelines for Submission of Papers in International Conference on Quality Management Practices for Inclusive Growth (ICQMP 2017)

Preparation of Manuscripts

Manuscripts must be submitted only in English and should be written according to sound grammar and proper terminology. Manuscripts should be typed in Times New Roman of 11 pt. font and in MS-word 2003 format in one column with 2.5 cm margin at each side. Manuscript submission must be applied once in order to obtain only one submission ID number. More than one submission for a single manuscript can lose the chance of the manuscript consideration. Manuscript must be accompanied by a covering letter including title and author(s) name.

Manuscript Submission

Papers submitted for publication should describe high quality original work, not previously partially or fully published elsewhere; that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities-tacitly or explicitly-at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Manuscript Structure

Manuscript literature and tenses must be written based on the passive 3rd. person and should be structured as: Title; Running title; Abstract; Keywords; Introduction; Materials and Methods; Results and Discussion; Conclusion; Acknowledgements and References submitted in a file with limited size.

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Manuscript Title

Title of up to 17 words should not contain the name of locations, countries or cities of the research as well as abbreviations. The title should be oriented to Environmental issues while not being obscure or meaningless.

Running title

Running title which is the short version of the main title should be also included.

Abstract

An abstract of 150 to 250 words that sketches the purpose of the study; basic procedures; main findings its novelty; discussions and the principal conclusions, should not contain any undefined abbreviations or references.

Keywords

Provide 4 to 7 keywords which can be used for indexing purposes. Keywords should not repeat the words of the manuscript title or contain abbreviations and shall be written in alphabetical order as separated by semicolon. Abbreviations should be defined at first mention and used consistently thereafter through the text.

Introduction

The Introduction should state the purpose of the investigation and identify clearly the gap of knowledge that will be filled in the Literature review study. Date and location of the research carried out throughout the study must be mentioned at the end of this section.

Materials and methods

The Materials and Methods section should provide enough information to permit repetition of the experimental work. It should include clear descriptions and explanations of sampling procedures, experimental design, and essential sample characteristics and descriptive statistics, hypothesis tested, exact references to literature describing the tests used in the manuscript, number of data involved in statistical tests, etc.

Results and Discussion

The Results section should describe the outcome of the study. Data should be presented as concisely as possible - if appropriate in the form of tables or figures, although very large tables should be avoided. The Discussion should be an interpretation of the results and their significance with reference to work by other authors. Please note that the policy of the Journal with respect to units and symbols is that of SI symbols

Tables

Do not submit tables and graphs as photograph. Place explanatory matters in footnotes, not in the heading. Do not use internal horizontal and vertical rules. Tables should be called out in the text and should have a clear and rational structure and consecutive numerical order. All tables should be numbered (1, 2, 3, etc.). Give enough information in subtitles so that each table is understandable without reference to the text. For each table, please supply a table caption (title) explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table caption. Tables should be with the captions placed above in limited numbers.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

Figures/ illustrations should be in high quality art work, within 200-300 dpi and separately provided in Excel format. Ensure that figures are clear, labeled, and of a size that can be

reproduced legibly in the journal. The manuscript should include a separate list of figures. Following remarks should be applied to the figures:

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. Figures should be with the captions placed below in limited numbers.
- No punctuation is to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Conclusion

This section should highlight the major, firm discoveries, and state what the added value of the main finding is, without literature references.

Acknowledgements

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full. Financial support affiliation of the study, if exists, must be mentioned in this section. Thereby, the Grant number of financial support must be included.

References

All the references should be cited throughout the manuscript text as well as in the Reference section organized in accordance with Harvard system. Groups of references should be listed first alphabetically, then chronologically. The number of references extracted from each journal should not exceed 3 to 5 citations, which is the average acceptable amount. The number of references should not be less than 30 for original paper, less than 100 for review paper.

It is substantially recommended to the authors to refer to more recent references rather than old and out of date ones. Volume, issue and pages of the whole references must be specified according to the IJEST format.

Citing and listing of Web references

As a minimum, the full URL should be given. Any further information, if known (Author names, dates, reference to a source publication, etc.), should also be given. Please ensure that every reference cited in the text is also present in the reference list.

Text:

All citations in the text should refer to:

1. Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;

2. Two authors: both authors' names and the year of publication;
 3. Three or more authors: first author's name followed by "et al." and the year of publication.
- Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al., (2000) have recently shown ..."

List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Journal article

Baumann, T.; Fruhstorfer, P.; Klein, T.; Niessner, R., (2006). Colloid and heavy metal transport at landfill sites in direct contact with ground water. *Water Res.*, 40 (14), 2776-2786.

Book

Davis, M. L., (2005). *Introduction to Environmental Engineering*, 3rd. Ed. McGraw Hill Inc, 52-68.

Book chapter

Mettam, G. R.; Adams, L. B., (1999). How to prepare an electronic version of your article, in: Jones, B. S., Smith, R. Z. (Eds.), *Introduction to the electronic age*. E-Publishing Inc., New York.

Conference paper

Brown, J., (2005). Evaluating surveys of transparent governance. In UNDESA, 6th. Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea 24-27 May. United Nations: New York.

Dissertation

Trent, J. W. (1975). *Experimental acute renal failure*. Ph.D. Dissertation, University of California. USA.

Online document

Cartwright, J., (2007). Big stars have weather too. IOP Publishing Physics Web.
<http://physicsweb.org/articles/news/11/6/16/1>.

Please note that references to electronic sites should only occur if there is an expectation that the site will be maintained.