

# Journal of Business Management

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### Author Guidelines

#### Editorial objectives

The *Journal of Business Management* publishes papers which contribute to an understanding of business management and provides readers with a fresh look at emerging business management practices and research.

The *Journal of Business Management* particularly encourages academics, researchers and doctoral students to share their experience, knowledge and practices with an international audience.

#### The reviewing process

Each paper is reviewed by the editor and, if it is judged suitable for this publication, it is then sent to two referees for double blind peer review. Based on their recommendations, the editor then decides whether the paper should be accepted as is, revised or rejected.

#### Quality Criteria

Before submitting the papers please check if it is in line with the quality criteria.

**1. Relevance of Themes**

Is the content of the article within the Editorial aims and scope?

**2. Originality**

Does the article demonstrate originality of theory, practice or is it an original case study?

**3. Clarity of Thematic Focus**

Are the author's themes clearly stated? Does the paper follow through by addressing these themes, consistently and cogently?

**4. Relationship to Literature**

Does the paper demonstrate an adequate understanding of the current literature in the field? Does it connect with the literature in a way, which might be useful to the development of our understanding in the area it addresses?

**5. Research Design and Data**

Has the intellectual work that is the basis for this paper been built on adequate evidence, informational input, or other intellectual raw materials? Has the research or equivalent intellectual work on which the paper is based been well designed?

**6. Critical Qualities**

Does the paper demonstrate a critical self-awareness of the author's own perspectives and interests? Does it show awareness of the possibility of alternative or competing perspectives: such as other cultural, social, political, theoretical or intellectual perspectives? Does it show an awareness of the practical implications of the ideas it is advancing?

**7. Clarity of Conclusions**

Are the conclusions of the paper clearly stated? Cohesiveness of paper: do the conclusions adequately tie together the other elements of the paper (such as theory, data and critical perspectives)?

## 8. Quality of Communication

Does the paper clearly express its case, measured against the technical language of the field and the reading capacities of an academic, tertiary student and professional readership? What is the standard of the writing, including spelling and grammar? If you will be recommending publication with revisions, please make specific suggestions or list errors.

## Copyright

Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal.

The editor may make use of [iThenticate software](#) for checking the originality of submissions received.

## Manuscript requirements

1. As a guide, articles should be between 4000 and 6000 words in **length**.
2. A **title** of not more than eight words should be provided.
3. A brief **autobiographical note** should be supplied including:
  - Full name
  - Affiliation
  - E-mail address
  - Full international contact details
  - Brief professional biography.

NB This information should be provided on a separate sheet and authors should not be identified anywhere else in the article

4. Authors must supply a **structured abstract** set out under 4-7 sub-headings:
  - Purpose (mandatory) (What are the reason(s) for writing the paper or the aims of the research)
  - Design/methodology/approach (mandatory) (How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?)
  - Findings (mandatory) (What was found in the course of the work? This will refer to analysis, discussion, or results).
  - Research limitations/implications (if applicable) (If research is reported on in the paper this section must be completed and should include suggestions for future research and any identified limitations in the research process).
  - Practical implications (if applicable) (What outcomes and implications for practice, applications and consequences are identified? How will the research impact upon the business or enterprise? What changes to practice should be made as a result of this research? What is the commercial or economic impact? Not all papers will have practical implications.)
  - Social implications (if applicable) (What will be the impact on society of this research? How will it influence public attitudes? How will it influence (corporate) social responsibility or environmental issues? How could it inform public or industry policy? How might it affect quality of life? Not all papers will have social implications).
  - Originality/value (mandatory) (What is new in the paper? State the value of the paper and to whom).

Maximum is 250 words in total.

5. Please provide up to six **keywords** which encapsulate the principal topics of the paper (Using keywords is a vital part of abstract writing, because of the practice of retrieving information electronically: keywords act as the search term).
6. Categorize your paper under one of these **classifications**:
  - **Research paper** (This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research)
  - **Viewpoint** (Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces)
  - **Technical paper** (Describes and evaluates technical products, processes or services)
  - **Conceptual paper** (These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking)
  - **Case study** (Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category)
  - **Literature review** (It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views)
  - **General review** (This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive).
7. **Headings** must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.
8. **Notes** or **Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.
9. Each **Figure** and **Plate** should be supplied separately (i.e. not within the article itself). All **Figures** (charts, diagrams and line drawings) and **Plates** (photographic images) should be of clear quality, in black and white and numbered consecutively with arabic numerals.

Figures created in **MS Word**, **MS PowerPoint**, **MS Excel** should be saved in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into a MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported. For figures which cannot be supplied in MS Word, acceptable standard image format is **.pdf**.

Photographic images (**Plates**) should be saved as **.jpeg (.jpg)** files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest possible resolution/quality.

In the text of the paper the preferred position of all tables, figures and plates should be indicated by typing on a separate line the words "Take in Figure (No.)" or "Take in Plate (No.)".

10. **Tables** should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.
11. **References** to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing either names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:
  - *For books*: Surname, Initials (year), *Title of Book*, Publisher, Place of publication. e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.
  - *For book chapters*: Surname, Initials (year), "Chapter title", Editor's Surname, Initials (Ed.), *Title of Book*, Publisher, Place of publication, pages. e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.
  - *For journals*: Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages. e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.
  - *For published conference proceedings*: Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers. eg Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
  - *For unpublished conference proceedings*: Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date). eg Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wksar.pdf> (accessed 20 February 2007).
  - *For working papers*: Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date. e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
  - *For encyclopedia entries (with no author or editor)*: *Title of Encyclopedia* (year) "Title of entry", volume, edition, *Title of Encyclopedia*, Publisher, Place of publication, pages. e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New

York, NY, pp. 765-71.(For authored entries please refer to book chapter guidelines above.)

- *For newspaper articles (authored):* Surname, Initials (year), "Article title", *Newspaper*, date, pages.e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.
- *For newspaper articles (non-authored):* *Newspaper* (year), "Article title", date, pages. e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- *For electronic sources:* if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).