

Manuscript Preparation Guidelines

All manuscripts of whatever type submitted to *JMS* must be prepared according to the following guidelines:

- Manuscripts must be **double-spaced throughout** (this includes Notes and References).
- Papers should be carefully crafted and succinctly presented. The word count includes tables, figures and references. Supplemental material intended solely for review purposes, or for publication online only alongside a paper, does not count towards the word limit. Please check the stated word length of the article type you wish to submit; the allowable length of a paper is often at the Editor's discretion, however, new submissions exceeding the stated length without justification may be returned to the author(s) for reduction before they will be considered by the Editors.
- To permit anonymity, the authors' names should NOT appear in the manuscript. Instead, a title page giving the title of the article and full identifying information (name, address, telephone and email address) must be included separately. Language within the text that suggests the authors' identities should be avoided.
- Where required, the title page should be followed by an informative abstract of no more than 200 words double-spaced. A list of 4-6 keywords, in alphabetical order should be provided below the abstract. Keywords should express the precise content of the manuscript as they are used for indexing purposes.
- *JMS* requires that authors be transparent and specific regarding the utilization of Artificial Intelligence (AI) in any form. This must be declared and detailed, preferably within the data or methods sections of the paper, and if further explanation is needed, this may be included elsewhere the authors consider it relevant. The latter could include wider uses of AI such as in copy-editing language or grammar.
- Footnotes should **NOT** be used. Endnotes should be provided on a separate page immediately following the text under the heading NOTES. Endnotes should offer significant comment, not merely cite references. They should be kept to a minimum.
- Authors must provide high quality artwork for all illustrations. Poor definition reproductions are not suitable. Tables and figures should be numbered separately. Tables use Roman numerals and figures use Arabic numerals (Table I, Table II; Figure 1, Figure 2). Each table and figure should be given a title and should be presented on a separate page at the end of the manuscript. Figures and tables reproduced from already published work must be accompanied by permission of the original publisher (or copyright holder, if not the publisher). Please indicate the position of figures and tables in the text as follows:

INSERT TABLE I ABOUT HERE

Referencing Style

References should be listed alphabetically by author at the end of the manuscript. In the text, where the author's name appears, the date should follow in parentheses, e.g., Mintzberg (1985). If the author's name is not present in the text, insert it with the author's name and date in parentheses, e.g., (Mintzberg, 1985).

Multiple references should be listed alphabetically in parentheses, separated by semicolons e.g., (Jackson, 1996; Watson, 1986).

Page numbers, to indicate a passage of special relevance or to give the source of a quotation, should appear in parentheses as (Willmott, 1992, p.12).

If there is more than one reference to the same author in the same year, postscript the date with a, b, c, etc. e.g., (Sparrow, 1998a).

Books

Choo, C. W. (1998). *The Knowing Organization: How Organizations Use Information to Construct Meaning, Create Knowledge, and Make Decisions*. New York: Oxford University Press.

Holliday, I., Gamble, G. and Parry, G. Jr (Eds.) (1999). *Fundamentals in British Politics*, 2nd edition. Basingstoke: Palgrave.

Chapter in a book

Allen, D. (1988). 'British foreign policy and international co-operation'. In Byrd, P. (Ed.), *British Foreign Policy*. Deddington: Philip Allen, 210–18.

Brehmer, A. and Brehmer, B. (1988). 'What have we learned about human judgment from thirty years of policy capturing?'. In Brehmer, B. and Joyce, C. R. B. (Eds), *Human Judgment: The SJT View*. St. Louis, MO: Elsevier Science Publishers, 8, 125–35.

Journal article

Abrahams, P. (1998). 'Notes on the difficulty of studying the state'. *Journal of Historical Sociology*, 1, 15–21.

Fontana, B. (2001). 'Gramsci on politics and state'. *Journal of Classical Sociology*, 2, Special Issue, 157–78.

Online only journal

Cash, D. W., Adger, W. N., Berkes, F., Garden, P., Lebel, L., Olsson, P., Pritchard, L. and Young, O. (2006). 'Scale and cross-scale dynamics: Governance and information in a multilevel world'. *Ecology and Society*, 11. Available at: <http://www.ecologyandsociety.org/vol11/iss2/art8/> (accessed 29 June 2012).

In press

Bradley, S. W., Shepherd, D. A. and Wiklund, J. (2011). 'The importance of slack for new organizations facing "tough" environments'. *Journal of Management Studies*, doi: 10.1111/j.1467-6486.2010.00906.x.

Axelrod, J. N. (in press). 'Politics and poker: deception and self-deception in marketing research'. *Journal of Advertising Research*, in press.

Working Paper

Kang, D. (2000). *Family Ownership and Performance in Public Corporations: A Study of the U.S. Fortune 500, 1982–1994*. Working Paper 00-0051, Harvard Business School, Boston, MA.

Dissertation

Gnyawali, D. R. (1997). *Creation and Utilization of Organizational Knowledge: An Empirical Study of the Effects of Organizational Learning on Strategic Decision Making*. Unpublished PhD Dissertation, University of Pittsburgh, PA.

Proceedings

Kowalik, T. (1992). 'Trade unions attitude to privatisation'. In *Proceedings of the International Conference on Privatization and Transformation in Eastern Europe*, Warsaw, 15–20 November.

Web page

British Steel (2005). *Annual Report 2005*. Available at: <http://www.bsteel.com/getfile.cfm?file=report2005&ref=1664&type=pdf> (accessed 18 November 2005).

Newspapers

Klein, J. (2002). 'How the solidarity dream turned sour'. *The Guardian*, 12 June, 8–9.

Generative AI

- Author of AI programme
- Year of the programme version used (in round brackets)
- Name of AI (as the title, in italics)
- Version, if applicable (in round brackets)
- Description of programme (for context, in square brackets)
- Publisher, if different from the author
- URL, if applicable

OpenAI (2023a). *ChatGPT 4* (version 12/05/2023) [Large language model]. <https://chat.openai.com/auth/login>

OpenAI (2023b). *DALL-E 2* (version 01/06/2022) [Text-to-image model]. <https://labs.openai.com/>