

## JMS Manuscript Preparation Guidelines

All manuscripts submitted to JMS must be prepared according to the following guidelines:

- 1 Manuscripts must be **double-spaced throughout** (this includes Notes and References) with generous margins. They should be sent in **Microsoft Word** format.
- 2 Papers should be carefully crafted and succinctly presented. Papers submitted to JMS are usually between **7,000** and **11,000** words. The allowable length of a paper is at the Editor's discretion, however, papers submitted with a length exceeding 15,000 words may be returned to the author(s) for reduction before they will be considered by the Editors. The word count includes tables, figures and references.
- 3 To permit anonymity, the authors' names should **not** appear in the manuscript. Instead, a cover page giving the title of the article and full identifying information (name, address, telephone and e-mail address) must be attached. The title of the manuscript should be on the first page of the paper along with the abstract and keywords. Language within the text that suggests the authors' identities should be avoided. In addition, the manuscript 'Properties' should be erased prior to submission. Any 'Track Changes' should also be removed.
- 4 The cover page should be followed by an informative abstract of no more than **150** words double-spaced. A list of **4–6** key words, in alphabetical order should be provided below the abstract. Key words should express the precise content of the manuscript as they are used for indexing purposes.
- 5 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.
- 6 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:

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INSERT TABLE I ABOUT HERE  
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- 7 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.