

Guidelines for authors

The Editor will be pleased to deal with enquiries from potential authors about papers they may be considering writing or submitting to the *International Journal of Management Education*, an international journal. However, comments will not be given on drafts that have not been formally submitted.

You should **categorise your paper** under one of these classifications:

- Academic Paper
- Research Notes
- Teaching Resources
- Book Reviews

Guidelines for the above

Papers submitted for publication in the 'Academic Papers' or 'Research Notes' section will be subject to strict double-blind refereeing by at least two referees who will normally be drawn from the Editorial Board or will be a suitable subject specialist from the wider academic community.

Papers submitted as a 'Teaching Resource' will normally be refereed by one member of the Editorial Board or another referee.

'Book reviews' will be reviewed by the Editor or an Editorial Board member. If you are interested in submitting a book review, please contact ijme@brookes.ac.uk for further details.

Academic Papers should normally be between 5000 and 8000 words

Research Notes between 3000 and 5000 words

Teaching Resources should be between 1000 and 3000 words

Book Reviews should be less than 1000 words

Please include word count at end.

Please use the following guidelines to ensure you include all the relevant aspects otherwise your paper may be rejected before entering the production process, which will delay publication.

Submission of articles

- 1) Authors should submit one copy of each manuscript in Microsoft Word by email attachment. Submissions should be emailed to ijme@brookes.ac.uk
- 2) This should be the final finished version of the paper, checked for grammar, spelling and typographical errors.
- 3) Manuscripts should be typed in English (double-spaced) using Arial font size 12 with generous margins (at least 2.5 cm). Please note that the journal uses **UK English** spelling and grammar.
- 4) The first page of the manuscript should include the title, author(s) full name(s) and institutional affiliation(s), and the address, telephone number and email address of the person to whom reference should be made in the event of queries.
A short **biography** of the author (about 75 words) should also be included. In the case of co-authors, the same details should also be included. All correspondence will be sent to the first named author, unless otherwise indicated.

- 5) The second page should include a structured **abstract** (maximum of 200 words in total) to include a succinct and accurate overview of the content and purpose of the submission and any results/conclusions reached. Also, a list up to **eight keywords** that adequately reflect the content of the paper.
 - 6) The paper should begin on the third page and should not subsequently reveal the title or authors. It should not be possible to determine the name of the author(s) or their affiliations from information contained anywhere in the paper. The paper should be subdivided into sections.
SECTION HEADINGS should be in upper case and underlined, while subsection headings should be in lower case and underlined.
 - 7) Footnotes and endnotes should be avoided.
 - 8) Where acronyms are used, their full expression should be given initially.
 - 9) References to other publications must be carefully checked for completeness, accuracy and consistency. Only references cited in the text should be included in the reference section.
 - 10) All references must follow the style used by the American Psychological Association (APA). Details are available in the Publication Manual of the American Psychological Association, Fifth Edition, ISBN 1-55798-790-4 and can also be found at on various websites including: <http://linguistics.byu.edu/faculty/henrichsen/apa/APA06.html>
One way to do this is to import references to EndNote, Reference Manager or similar reference management software, set the style to American Psychological Association as appropriate, and export to the Word file. Authors must check that the reference software has exported them accurately in line with APA requirements.
Where two or more works are referred to in the main text of the article within the same parentheses they should be in chronological order starting with the earliest published work, as is the normal business research convention, not alphabetical order as required by the APA.
 - 11) Authors must include the digital object identifier (DOI) for each reference (where appropriate). The simplest way to do this is to copy and paste the complete reference list into the CrossRef system at www.crossref.org/SimpleTextQuery/, adding a space/line between each reference; submitting the data; then copying and pasting the results back into the paper.
 - 12) Quotations - if the quotation is less than 2/3 lines, then it should be included in the main text enclosed in single quotation marks. If the quotation is more than 2/3 lines, then it should be separated from the main text and indented.
 - 13) All figures, illustrations and charts should be either copied and pasted, or saved and imported, from the originating software into a blank Microsoft Word document.
 - 14) Figures and tables should be numbered and titled, with tables numbered consecutively and independently of any figures using Arabic numerals. All columns should have explanatory headings. Each of these should be provided on separate pages with an indication in the text of where they should appear.
 - 15) Authors are asked to ensure that there are no libellous implications in their work.
 - 16) Any acknowledgments should appear at the end of the main body of the paper before the references.
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Copyright matters

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