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 **MS Word format**.

2. Papers submitted to *JMS* are usually between **7,000** and **11,000** words. Papers should be carefully crafted and succinctly presented

3. To permit anonymity, the author's names should **not** appear on the manuscript. Instead, a cover page giving the title of the article and full identifying information (name, address, telephone and fax numbers and e-mail addresses) 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 author's identity should be avoided. In addition, the manuscript 'Properties', under 'File' in Microsoft Word, should be erased prior to submission. Any identifying information from 'Track Changes' should 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:

INSERT TABLE I ABOUT HERE
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7. References should be listed alphabetically by author at the end of the manuscript.

Journal references should be listed as follows:
Child, J. and Smith, C. (1987). 'The context and process of organizational transformation – Cadbury Limited in its sector'. *Journal of Management Studies*, **24**, 565–93.

Book references should be listed as follows:
Law, J. (1994). *Organizing Modernity*. Oxford: Blackwell Publishing.

Chapters in books should be listed as follows:
Wilson, M. (1996) 'Asking questions', in Sapsford, R. and Jupp, V. (Eds), *Data Collection and Analysis.* London: Sage.

Conferences proceedings should be listed as follows:
Smith, A. G. and Jones, C. H. (2002). *Presentation/Paper Title in Italics.* Conference Title, University, City.

Working papers should be listed as follows:
Jones, A. and Brown, B. (2004). *Title of Working Paper in Italics*. Working Paper No. 123, University, City.

Website references should be listed as follows:
Smith, A. (1999). Select committee report into social care in the community.
http://www.dhss.gov.uk/reports/report015285.html (accessed on 7 November 2003).

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).