

THE IRISH JOURNAL OF **Management** incorporating IBAR

Article Submission Guidelines

The Journal seeks the following types of submissions:

- **Research Papers:** Publishing quantitative and qualitative research approaches, literature surveys, conceptual papers and critiques.
- **Teaching Submissions:** These can range from case study contributions, critiques and retrospective contributions on pedagogical issues related to teaching issues across discipline areas.
- **Book Reviews**
- **Special Journal Issues Submissions:** The editors of the Journal seek submissions for special issue themes that are in keeping with the overall focus of the Journal.

Submission

Each submission must include a Manuscript and a separate Cover Letter.

Cover letter

A cover letter must be submitted as a separate document. It must include the full names and affiliations of the authors.

The cover letter must include a statement indicating that the paper is a new submission, that all authors have agreed to the submission to *Irish Journal of Management* and that it is neither under consideration at another outlet nor been published elsewhere (papers published in conference proceedings are acceptable). If the paper draws on a project that has resulted in other publications, the authors should, in their cover letter, indicate how the current submission differs from previous work.

Manuscript

The manuscript must be anonymised. It must not include author's names or affiliations.

Word limit: A maximum 8,000 words including references and tables; a maximum of 2,000 words for Book Reviews.

General Style

- British English Standard

Title

- Up to 200 characters (with spaces)
- Only first word is capitalised with the exception of accepted conventions noted in the paper (e.g. CEO, CSR, HR etc.)
- The 'running title'/'short title' should contain no more than 50 characters (with spaces); only the first word should start with a capital letter

Abstract

- Should not exceed 150 words

Keywords

- A list of 3-6 keywords, separated by semicolons
- Small letters, except for accepted conventions detailed within the paper e.g. CEO, CSR, HR etc.
- no full-stop at the end

Section titles

- Bold, not numbered
- Main section headings should be capitalised and centred (i.e. INTRODUCTION, METHOD, RESULTS, DISCUSSION, CONCLUSION)
- Sub-headings should be in bold and only the first letter should be a capital letter, e.g. Simulation as an educational technique, with the exception of accepted conventions (e.g. CEO, CSR, HR etc.).

Footnotes and Endnotes

- Footnotes should be avoided. Essential endnotes should be numbered consecutively in the text and grouped together at the end of the paper immediately before the References section.

Formatting

- All pages should be numbered consecutively.
- The font size should be 12 points.
- The entire text (including legends, endnotes, and references) should be double-spaced with no hyphenation and automatic word-wrap (no hard returns within paragraphs).
- Please type your text consistently, e.g. take care to distinguish between '1' (one), 'l' (capital l) and 'l' (lower-case l) and '0' (zero) and 'O' (capital O), etc. Do not create symbols as graphics or use special fonts that are external to your word processing program; use the "insert symbol" function.
- Italicise any words that normally appear in italics.

Style and Punctuation

- Quotations should have single quotation marks with double quotation marks used where necessary within single quotes. Lengthy quotations should be

indented with no quotation marks. There should be one space only after full-stops.

References

- Harvard referencing guidelines. Include volume and issue numbers for journals. Page ranges should be hyphenated.

Examples

- Books:

Bandura, A. (1986). *Social Foundations of Thought and Action: A Social Cognitive Theory*, Englewood Cliffs, NJ: Prentice-Hall.

- Chapters in books:

Antonacopoulou, E. (2004). 'The dynamics of reflexive practice: The relationship between learning and changing', in M. Reynolds and R. Vince (eds), *Organizing Reflection*, Aldershot, UK: Ashgate.

- Articles in journals:

Foss, N.J., Husted, K. and Michailova, S. (2010). 'Governing knowledge sharing in organisations: Levels of analysis, governance mechanisms, and research directions'. *Journal of Management Studies*, 47: 3, 455-482.

- Unpublished work:

Lavelle, J. (2009). 'On the contours of multinational corporations and their employment relations practices: Empirical accounts of trade union recognition, trade union avoidance and employee voice in Ireland', Unpublished PhD, University of Limerick.

- Web Sources:

Butler, R.A. (2007). Corporations agree to cut carbon emissions. <http://news.mongabay.com/2007/0220-roundtable.html> [Accessed 15 September 2008].

Referencing within text

References in the text should give the author(s) surname and year of publication, with multiple references placed in alphabetical order, separated by a semi-colon.

Examples

- For one author:
(Schleicher, 2003)
- Two authors of the same work:
(Clancy and Kehoe, 1999)
- More than two authors of the same work
(Moore et al., 2009)
- For more than 1 work (alphabetical order, separated by a semi-colon)
(Savery and Duffy, 1996; Von Glasersfeld, 1989)
(Ferdig et al., 2007; van der Zee and Slomp, 2009)
- For forthcoming pieces
(Smith and Brown, forthcoming)

- Websites

When citing an entire website in the main body of the paper, it is sufficient to provide only the address of the site e.g. The CIPD website provides many such resources (<http://www.cipd.co.uk>).

- Website articles/ pages

Reference on-line articles by authors as normal (i.e. author surname, year published)

Reference webpages using the link e.g.
(<http://www.ncbi.nlm.nih.gov/Genbank/index.html>)

- Page numbers

Page number(s) should only be provided if a direct quote from another author's work is being used. If there is no quote, then there is no need for a page number. e.g. As Roche (2001: 6) has argued, problems with this approach 'are extremely complex and are not always resolvable'.

- Standard abbreviations of journal names according to Thomson Scientific should be used (<http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=master>).
- If there is more than one reference to the same author and year, use letters (a, b, c) to indicate differences between publications (e.g. Murphy, 2005a), separated by commas.

- References in the text should not use *ibid*, *op. cit.* or any similar abbreviations.

Tables and Table Captions

- Should be provided as a separate MS Word - standard DOCUMENT (.DOC) and clearly labelled; their position in the text should be indicated by 'Insert table 1 here'
- Should be typed as text, using either 'tabs' or a table editor for layout; please do not use graphics software to create tables
- Tables occupying more than one printed page should be avoided, if possible; larger tables can be published as an appendix
- Do not use picture elements, text boxes, tabs, or returns in tables
- Tables should be numbered consecutively using Arabic numerals and referred to in the text by number, e.g. (Table 1)
- Tables should contain only horizontal lines, if possible; please keep vertical lines to a minimum
- The headings should follow the format:
Table 1. Significant development of CSR themes and its pivotal articles
- If tables are adapted from other sources, clearly reference the original source.

Figures and Figure Legends

- Figures must be in black and white
- Must be submitted in graphic formats (any of the following): JPG; TIFF; GIF and clearly labelled; their position in the text should be indicated by 'Insert figure 1 here'.
Please note that Powerpoint and PDF files are not accepted.
- Figures should be numbered consecutively using Arabic numerals and referred to in the text by number, e.g. (Figure 1)
- The headings should follow the format:
Figure 1. Dominant themes by period
- If figures or graphs are adapted from other sources, clearly reference the original source.

