

# Information to Authors

*International Journal of Management Theory and Practices* provides a forum for senior managers in business and industry, managers and administrators in government and public service agencies, teachers and trainers in management, public administration and related fields, information technology suppliers, service providers, information consultants, systems analysts and researchers in business and information studies. It provides a focus and source of up to date information on the developing field of information management. Papers are welcomed in the areas of information systems, organizations, management, POM, decision making, long term planning, computer and telecommunication technologies, human communication and people in systems and organizations.

## **Contributions**

Those wishing to submit articles, viewpoints or reviews should send through email attachment to the Editor-in-Chief. Contributors should refer to the Notes for Authors on the inside back cover. Please contact the editorial office for full guidelines.

### *Aims and Scope*

*International Journal of Management Theory and Practices* is published annually and started with first publication in August 2000.

The journal publishes original papers and book review articles in the areas specified on the inside front cover.

## **Notes for Authors**

It is a requirement of publication that manuscripts submitted to this Journal have not been published and will not be simultaneously submitted or published elsewhere.

Original manuscripts that fit the aims and scope of *International Journal of Management Theory and Practices* should be submitted to the Editor-in-Chief using the following contact information.

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Manuscripts should be submitted through email attachment. The use of Microsoft Word format is strongly suggested.

The title of the paper together with the name(s) and affiliation(s) of the author(s), and an abstract of 150-200 words should be given on a separate title page. The title should be repeated on page one of the manuscript. A brief biographical note covering the authors' interests and qualifications should be given. Examples may be found in any issue of this journal.

All papers submitted will be refereed and must be written to a high standard of English. If referees require alternations to, or a revision of, an otherwise acceptable manuscript the author(s) will be responsible for retyping the paper. Papers should normally be 4000-6000 words long; longer ones will be considered by the editors but may be subject to editorial revision.

Table and illustrations should be given on separate sheets with their location noted in the next. Graphs and diagrams should be drawn in black ink in a form suitable for reproduction without retouching.

Footnotes should be kept to a minimum (wherever they cannot be avoided completely).

References should follow the APA style (<http://www.apastyle.org>). References should be shown within the text by giving the author's last name followed by a comma and year of publication, all in round brackets, e.g. (Ackoff, 1961) (see examples below). At the end of the manuscript should be a reference list in alphabetical order.

- Journal articles (spell out journal titles completely and give the issue number when a volume is not continuously paged)  
Ackoff, R. L. (1961). Management misinformation systems. *Management Science*, 14(4), 147-156.
- Books  
Bonini, C. P. (1963). *Simulation of information and decision systems in the firm*. Prentice-Hall, Englewood Cliffs, NJ, USA, p. 137.
- Book Chapters  
Chenhall, R. H. & Romano, C.A. (1989). Formal planning and control presence and impact on the growth of small manufacturing firms. In W. C. Dunlop and A. J. Williams (Eds.), *Job generation by the small business sector in Australia*. Institute of Industrial Economics (pp. 71-89). Newcastle, USA.
- Papers from conference proceedings, etc.  
Li, E. Y., Yen, D. C., & Chang, C. H. (1993). A profile of marketing information systems in small million-dollar U.S. companies. *Proceedings of the First International Conference on POM/MIS* (pp. 1-10). Shatin, New Territories, Hong Kong, December 19-21.
- Research reports  
Parker, C. C. (1997). *Identification of patterns of information flow: user evaluation of the sources of supply*. School of Transportation (BLR&D Report No. 5288). University of Southampton, Southampton, UK.
- Citing from web site  
Salvo, M. (1996, August). *Kairos*. Available: <http://acw.english.ttu.edu/acw/kairos>.

Page proofs will be supplied to the senior author of a paper but only errors in typesetting may be corrected at this stage. No changes in content will be permitted once the paper is set in type: consequently the author(s) should ensure that the paper is submitted in its final form.

The senior author will receive 10 complimentary offprints of the paper or copies of the Journal after publication and will be responsible for distributing an appropriate number to any fellow authors. Additional offprints/journals may be ordered. Inquires should be addressed directly to the Managing Editor, not the Editor-in-Chief. Managing Editor's information is listed as follows.

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Manuscripts will be accepted on the understanding that their content is original and that the manuscript has not been submitted for publication elsewhere. However, papers delivered at conferences and meetings may be acceptable if they are significantly extended or altered from their original presentation as a result of further work.

### **Text Preparation**

Authors are encouraged to submit a CD and E-mail copy containing the final version of the paper along with the final manuscript to the editorial office. Please observe the following criteria.

- (a) Send hard copy in when the E-mail copy received cannot be opened by the Editorial office.
- (b) The standard software used in the editorial office is Microsoft Word 2000 or higher version.
- (c) The standard computer and OS used in the editorial office are IBM compatible PC and window 2000 or higher version.
- (d) Text, tables, and illustrations should be supplied as separate files. The standard software used in the editorial office is Microsoft Office.
- (e) The file should follow the general instructions on style arrangement and, in particular, the reference style.
- (f) The file should use the wrap-around end-of-line feature (i.e. no returns at the end of each line). All textual elements should begin flush left, no paragraph indents. Place two returns after every element such as title, headings, paragraphs, figures, and table callouts.
- (g) Keep a back-up disk for reference and safety.