

Journal of Management

Guidelines for Authors / Contributors

The main objective of this journal is to have it a medium for the dissemination of knowledge, obtained in the research conducted mainly by the academic staff, scientists and eminent scholars in the field of Management Sciences, so journal is to contain research papers, reviews, and short communications that are deemed to be significant contributions in the field of Management Sciences. The journal is circulated to a large number of libraries of Universities, Research Institutes and Learned societies throughout the world.

1. Editorial Policies

Contributions should be original work, which has neither been simultaneously submitted for publication nor published previously elsewhere. By submitting a research paper it is deemed that contributors transfer copyright of the paper to the journal

2. Frequency

The Journal of Management from 2003 will be published once in a year in October by the Faculty of Management & Commerce (FMC), South Eastern University of Sri Lanka (SEUSL). Research papers, reviews, and short communications for publication should be sent to the Editor in Chief at least three months before October each year.

3. Refereeing and Editing

All manuscripts submitted for publication will be referred to at least two referees who are eminent scholars in the same field for examining and evaluating, its suitability for publication. The Editorial Board reserves the right to edit the materials to confirm to the style and format of the Journal. Any substantial changes will, of course, be referred back first to the author.

4. Preparations and Submission of Manuscripts

4.1. General

The manuscript should be free of corrections. The language of publication is English. The style of writing should conform to acceptable English usage. Slang, jargon, unauthorized abbreviations, and abbreviated phrasings should be avoided. The name of the institute

where the research was carried out should be stated with author's name. The corresponding authors name should be underlined. If the present address is different from the given address then it should be given as footnote.

4.2. Layout and Type of submission

4.2.1. Manuscript Layout: Although a rigid format is not insisted, it is usually, convenient to divide the papers into sections such as Abstract, Key Words, Introduction, Literature Review, Research Methods, Results, Discussion, Conclusions and References.

Authors are kindly requested to present two copies of their contribution, typed and doubled spaced on A4 paper. A disk should also be provided and also all works should be formatted in words, Times Roman font of 12 size. A manuscript of research paper is usually limited to 10 pages, including a 100 – 150 words long abstract and figures and tables. A list of 3 – 5 keywords indicating the contents of the article should also be included. Each page of the manuscript should be consecutively numbered. Review articles should normally be not more than 4000 words in length.

4.2.2. Title: The title should be concise and specific. If the article has a title over 30 characters in length, please provide a running title (brief title) for use as a header at the top of the page.

4.2.3. Quotations: When quoting directly, single quotations mark should be used. Any quotations over 40 words in length should remove the quotation marks and be indented (0.5 both left and right margins). Footnotes should be kept to a minimum. They should be numbered consequently, typed on a separate page at the end before the bibliography and, supplied as a separate file on the disk.

4.2.4. Research Methods: The research methods should be described in detailed sufficient for the protocol to be replicated. This section may also contain description of the statistics used and the activities that were recorded.

4.2.5. Figures and Tables: Figures and Tables should be submitted on separate sheet, with their location notes in the text. Table and figure references should be in a consistent style. Caption for illustration should be listed on a separate sheet.

4.2.6. References :Special care must be taken in citing references correctly. The

accuracy of the citation is entirely with the author(s). Contributors are requested to adopt the Harvard system of referencing as set out below.

in this system, references in the body of the text are placed between parentheses and contain the last name of the author (with initials only if you refer to different authors who happen to have the same last name), a comma and the year of publication and then another comma and the pages to which you are referring. Chapters should be referenced as ch, or chs. For example; **(Drucker 1999b, 52-53)** if you refer to more than one work at the same time enclose all the references within the same parentheses and separate each reference from the next by a semi-colon. For example; **(Drucker 1997, ch.10; Nanayakkara 1999, 24)**

references in the bibliography should be listed alphabetically by the authors (s) name (s). The name of the author is followed by his or her initials, a full stop and then the date of publications. The entry then continues with different formats depending upon whether the contribution is a book, an article or a edited collection.

For example:

Book

Beach, D.S. (1985) *The management of people at work*. (New York : Macmillan).

Articles

Bender, K.A. & Sloane, P.J.(1998) Job satisfaction, trade unions, and exit-voice revisited; *Industrial and Labour Relations Review*, 51:2,222-239.

Chapters in Edited Books

Okubayashi, Koji. (1998) *The Japanese style of management of Japanese affiliates in Germany and the UK*; in Richard Thorpe and Stephen Little (eds.), *Global chang; the impact of Asia in the 21st century at the Manchester Metropolitan University*, (London: Palgrave),146-168.

- 4.2.7. Proofs :**The corresponding author will receive galley proofs by mail for correction, which must be returned to the editor within one week of receipt. Please ensure that a full postal address and e-mail address of the Corresponding author is given on the first page of manuscript so that proofs

are not delayed in the mail. Please note that alterations in the text cannot be permitted during the proof reading.

4.2.8. Off prints : Authors receive 05 complimentary off-prints for each article.

4.2.9. Copyright: Once the paper is accepted a copyright-transfer form will be sent along with the proofs. The duly filled and signed form should be sent to the editor along with the proofs as mentioned above.

4.3. Submission : On the cover, authors should indicate the number of words, the inclusion of any diagrams. The first page of the typescript should bear the title of the paper, together with the name(s) and affiliation(s) of the author(s). the second page of the typescript should repeat the title, followed by the main body of the text, which should conform strictly to these guidelines.

Address of the corresponding author : It should be given in a separate page as an attachment. It is important to keep the editor informed of any change in your address.

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