**Author Guidelines for paper submissions in Business and Management**

# **Format**

Please use Times Roman 12-point type and the 81⁄2 × 11 page setting; place page numbers in the upper right corner; and leave top and side margins of at least one inch.

**Abstract**

Provide an abstract of no more than *100 words* and the title of the work go on page 2.

# **Headings and Sections**

Use boldface for all headings. For *Main headings* use all capital letters, centred; for *Second-level headings* use title-style letters, flush left; and for *Third-level headings* capitalize first letter of first word, indented, italicized, and run into paragraph.

For examples:

**METHODS** [1st level]

**Data and Sample** [2nd level]

**Measures** [2nd level]

***Independent variable.*** [3rd level]

***Dependent variables.*** [3rd level]

# **Tables and Figures**

For each table or figure, centre “**TABLE**” or “**FIGURE**” with a number (“**1,**” “**2,**” etc.) at the top of the page. Put the title under this, also centred and boldface, but in upper- and lower-case letters. Place them at the end of your manuscript, but indicate the position of each in the text as follows:

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Insert Table 1 about here

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Insert Figure 2 about here

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# **References**

Referencing in text should be complete and in Harvard style, e.g. (Jones, 2011) for one author, (Jones and Smith, 2011) for two authors and (Jones et al., 2011) for more than two authors.

A full reference list should appear at the end of the paper.

For **journals**: Surname, Initials (year), "Title of article", Title of Journal, volume, number, pages.

For **books**: Surname, Initials (year), Title of Book, Publisher, Place of publication.  
e.g. Author, J. (2011), This is my book, Publisher, New York, NY.

For **book chapters**: Surname, Initials (year), "Chapter title", Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages (if known).

For **conference proceedings**: Surname, Initials (year), "Title of paper", in Surname, Initials (Ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, page numbers.

For **newspaper articles**: Surname, Initials (year) (if an author is named), "Article title", Newspaper, date, pages.

For **images**: Where image is from a printed source – as for books but with the page number on which the image appears.

Where **image is from an online source** – Surname, Initials (year), Title, Available at, Date accessed. Other images - Surname, Initials (year), Title, Name of owner (person or institution) and location for viewing.

*The above specifications are adopted from the Academy of Management Journal’s (AMJ) Style Guide for Authors and the Journal of Sustainable Mobility’s (JSM) Author’s Guidelines.*