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## M@n@gement Style Guide

### Cover page

The cover page should include the title of the article, as well as the author's name, affiliation, and email address.

The cover page should be submitted separately.

Please include a biographical sketch of about 50 words for each author.

Also include here acknowledgements you wish to add.

### Title page

A title page, including an abstract of no more than 300 words, should be included.

Please also provide a list of keywords.

If the submission is not in English please provide a translation of the whole article.

### Tables and figures

Tables and figures should be titled, integrated in the text and referred to in the text.

They are numbered in two distinct series (Table 1, 2, 3... Figure 1, 2, 3...)

### Sections

Sections should not be numbered

### Footnotes

Please use footnotes, not endnotes, and only use them when necessary.

### Language

Please avoid technical terms if not defined, abbreviations, as well as sexist or biased language.

### References

Please carefully verify all entries, and look out for common errors and omissions such as second initial, volume and issue numbers.

**In-text citations (based on APA 5<sup>th</sup>), examples:**

Simple

(Adler & Kwon, 2002)

Several references

(Adler & Kwon, 2002; Maskell, 2000; Schuller, Baron, & Field, 2000)

Order citations alphabetically.

More than two authors, after the 1<sup>st</sup> citation

(Schuller, et al., 2000)

If there are more than 6 authors please use “et al.” from the start.

Citations following a quote

(Adler & Kwon, 2002: 24)

**References (based on APA 5<sup>th</sup>)**

References should begin on a separate page headed “REFERENCES”, and should be based on APA 5<sup>th</sup> citing style.

Reference to or citation of unpublished papers is to be avoided.

We do not request reference to database for articles retrieved from online-databases (such as Business Source Premier, Elsevier, etc.).

Abbreviated reference to US/Canadian state or country of publication (MA, ON, etc.) is only necessary for smaller towns or unusual locations.

**Examples:**

Periodicals

Adler, P. S., & Kwon, S. W. (2002). Social capital: Prospects for a new concept. *Academy of Management Review*, 27(1), 17-40.

Issue number (in brackets) is required only if each issue begins with page 1.

Book

Field, J. (2003). *Social capital*. London ; New York: Routledge.

Book section

Maskell, P. (2000). Social Capital, Innovation, and Competitiveness. In S. Baron, J. Field & T. Schuller (Eds.), *Social Capital: Critical Perspectives* (pp. 111-123). New York: Oxford University Press.

Edited book

Baron, S., Field, J., & Schuller, T. (Eds.). (2000). *Social Capital: Critical Perspectives*. New York, NY: Oxford University Press.

Unpublished work (dissertations, working papers, conference proceedings, etc.)

Caprette, C. L. (2005). *Conquering the cold shudder: The origin and evolution of snake eyes*. Unpublished doctoral dissertation, Ohio State University, Columbus.

*For other types of references please ask us or refer to:*

Publication Manual of the American Psychological Association

**Thank you**

**Following these guidelines will make our work easier and will be much appreciated by the editorial team.**

