Guidelines for Authors

Submission Requirements

Please supply the text of your article in a Microsoft Word format. It is advisable to use the journal template for your submission. However, at this point, strict adherence to the referencing style and document formatting is not mandatory. The focus during initial submission should be on the content's quality and relevance to the journal's scope. However, a journal template must be used for the final submission, with complete adherence to the submission requirements, including the language and the referencing style.

Any paper (including abstracts, tables, graphics and the list of references) should consist of at least **5,000 and at most 7,500 words**. If the paper exceeds 7,500 words, it should be discussed with the journal editor before submission.

The paper should be written in the third person singular (including body text and the abstract).

Abstract and Keywords

The abstract should be between 250 and 300 words, clearly and concisely summarising the paper's purpose, research design, key findings, implications, and theoretical contributions. It should also outline any limitations of the study. The abstract should include no general statements and should not contain citations.

List up to five keywords that capture the essence of the paper.

The body text

The paper must be written in British English and structured into chapters, beginning with "1. Introduction." Use the styles specified in the template for up to two levels of headings; a third level can be used if absolutely necessary.

Using italics and bold fonts is generally discouraged unless needed to emphasise specific text sections as outlined in the guidelines. When using abbreviations, the full term should be provided at first mention, for instance, United Kingdom (UK), European Union (EU), and Country of Origin (COO).

Graphics (figures, tables)

Each table, graph, picture, and other types of graphics should be labelled with a heading, using the style specified in the template (e.g., Figure or Table). Titles for figures and tables should be concise yet descriptive of their content. Additionally, each visual should include a single-spaced source citation in font size 9, placed in the caption below (e.g., Source: Smith (2024) or Source: author's own visualisation). In the text, refer directly to the graphics by their assigned number (e.g., Table 1, Figure 1), avoiding ambiguous references such as "the following table" or "the picture above." Graphics should be placed at the end of the document, after the references, with precise instructions in the text for their placement, such as "Table 1: Heading – Insert here; Figure 1: Heading – Insert here."

International Journal of Management Cases

Referencing style

The Harvard citation style should be applied to reference citations in the text and in the list of references. In the list of references, only the authors and works or websites that the author(s) refer to in the text and the sources of the graphics are to be cited. The references need to be numbered and listed in alphabetical order.

For in-text citations, works by a single author should be referenced as follows:

a) In Harvard referencing, the citation consists of an author (family name or name of organisation) and year in round brackets, e.g. (Smith, 2019). Insert the citation when you refer to a source in the text.

b) If the name of the author appears as part of the narrative, cite only missing information (year) in round brackets, e.g. "Smith (2024) suggest…".

c) When using direct quotations, images, statistics or data, you need to include the page number where it is available. For example, (Smith, 2024, p.13). In the case of directly quoted text, this text must be inside quotation marks, e.g. Smith (2024, p. 13) defines marketing as "a virtue of satisfying customers' needs and wants", or marketing can be defined as "a virtue of satisfying customers' needs and wants" (Smith, 2024, p.13).

When a work has two authors, always cite both names every time the reference occurs in the text:

a) Always cite both names, joined by 'and' in narrative citations, within parenthetical citations, and in tables and in captions, e.g. Smith and Wesson (2024) or (Smith and Wesson, 2024).

b) In the list of references, names should be joined by 'and', e.g. Smith, N. and Wesson, J. (2024)…

When a work has three or more authors, include the first author and 'et al.' (meaning 'and others' in Latin), e.g. (Smith et al., 2024). In your reference list, include the family names of all authors.

Work which "author" is company/organisation, company name or acronym (and year of publication) is usually written each time it appears in a text reference, e.g. (EU, 2024).

Be consistent in your formatting and layout throughout the reference list:

- Put the title of a journal, book, proceedings, etc., in italics.
- Only use the initial letter(s) of the author's first (given) name (e.g. Smith, N. or Tolkien, J. R. R.)
- For sources with multiple authors, list all the authors in the order they appear on the source.
- For more than one publication by the same author, list them in chronological order, earliest first.
- If more than one reference is to the same author (or by the same two or more authors in the same order) and year, insert the suffixes 'a', 'b', 'c', etc., after the year of publication and apply the same principle with in-text citations (e.g., Smith, 2024a; Smith, 2024b).
- Punctuate consistently throughout your reference list.
- Always put the date in round brackets and always use a colon to separate the place of publication and publisher.

International Journal of Management Cases

Examples of references:

Journal and news articles

1. Smith, H., Johnson, R. and Burton, M. (2023) Growing concerns over privacy issues. *International Journal of Management Cases*, 26(2), pp. 55-68.
2. Zhong, T. and Wang, H. (2019) Motivation profiles for physical activity amongst office workers. *Frontiers in Psychology* [Online], 12 (3), pp. 23-43. Available from: <doi.org/10.3389/fpsyg.2019.01577> [Accessed 15 July 2019].
3. Conley, M.A. (2019) Asymmetric issue evolution in the American gun rights debate. *Social Science Research* [Preprint]. Available from: <https://www.sciencedirect.com/science/article/pii/S0049089X18306094> [Accessed 5 July 2019].
4. Governments failing to act on climate change (2010) Observer, 17 January, p. 10.

Books, book chapters, conference proceedings

5. Winterson, J. (2019) *Frankisstein: a love story*. London: Jonathan Cape.
6. Johnson, A. (2020) Little Brother [Online]. London: Tor Books. Available from: <https://craphound.com/category/littlebrother/> [Accessed 27 June 2023].
7. Anderson, M. (2018) The urban process under capitalism: a framework for analysis. In: Johnson, A. and Scott, A. eds. *Urbanisation and urban planning in capitalist society*. London: Sage, pp. 57-69.
8. Marselle, M., Stadler, J., Korn, H., and Bonn, A., eds. (2018) *Proceedings of the European conference 'Biodiversity and health in the face of climate change – challenges, opportunities and evidence gaps' 27-29 June 2017, Bonn*. Bonn: Bundesamt fur Naturschutz. Available from: <https://www.bfn.de/fileadmin/BfN/service/Dokumente/skripten/Skript509.pdf> [Accessed 25 May 2023].
9. Yuan, Z. and Li, G. (2023) Research and implementation of hierarchical control of large scale video conference based conference management system. In: Xie, B. and Xu, X. eds. *IEEE 2023 International conference on cyber-enabled distributed computing and knowledge discovery (CyberC) Chengdu, 11-14 November 2023*. Los Alamitos: IEEE.

Online resources

10. Dejevsky, M. (2019) Relax everyone, the intergenerational wars are over. *Independent* [Online], 20 June. Available from: <https://www.independent.co.uk/voices/millennial-gen-z-baby-boomers-ifs-living-standards-a8967606.html> [Accessed 5 July 2019].
11. Emmanuel, Z. (2019) *Mobile Phones - UK - April 2019* [Online]. London: Mintel. Available from: <http://academic.mintel.com> [Accessed 18 June 2019].
12. ASOS (2019) Annual Report 2018 [Online]. London: ASOS plc. Available from: <https://www.asosplc.com/investors/reports-and-presentations/2019> [Accessed 5 July 2019].
13. Locality (2019) *Development that reflects community need in the absence of a local plan in Morpeth*. [Online] Available from: <https://neighbourhoodplanning.org/case_study/development-reflects-community-needs-absence-local-planmorpeth/> [Accessed 23 June 2019].