

Notes for Contributors

The Irish Journal of Management aims to publish well written and well researched articles that contribute to an understanding of management-related issues from a national, regional and international perspective. The Journal welcomes contributions from a wide range of management viewpoints including inter-disciplinary and multi-disciplinary perspectives as well as traditional disciplines and functions. Our list of Associate Editors reflects the breadth of coverage of the journal.

Contributions should be accompanied by a statement indicating that the paper is a new submission, that all authors have agreed to the submission to *Irish Journal of Management* and that it is neither under consideration at another outlet nor been published elsewhere (papers published in conference proceedings are acceptable). If the paper draws on a project that has resulted in other publications, the authors should, in their cover letter, indicate how the current submission differs from previous work.

Articles should normally be between 6,000 and 8,000 words in length and should conform to *IJM* style as follows.

Tables and Figures should be clearly labelled and their position in the text should be indicated by 'Insert table 1 here'. Tables and figures should be provided on separate pages and included at the end of the article. In the case of graphs, diagrams or other illustrative material, the author will be responsible for the preparation of artwork, or for exceptional costs associated with any artwork required.

Footnotes should be avoided. Essential notes should be numbered consecutively in the text and grouped together at the end of the paper.

References should be set out in alphabetical order of the author's name, in a separate list at the end of the article. They should follow Harvard referencing guidelines.

Books: Argyris, C. (1992) *On Organizational Learning*, Oxford: Blackwell.

Chapters in books: Griseri, P. (1998) "Institutional Transformation and Educational Management", in T. Bush, R. Bolam, R. Glatter and P. Ribbens (eds) (2001) *Educational Management: Redefining Theory, Policy and Practice*, London: Paul Chapman Publishing.

Articles in Journals: Morrison, E. and Phelps, C. (1999) "Taking Charge at Work: Extrarole Efforts to Initiate Workplace Change", *The Academy of Management Journal*, 42, pp. 403–19.

The issue for journal articles should only be included if the volume is not paginated in a continuous way. i.e. if the page numbers revert to 1 at the beginning of each issue.

References in the text should give the author(s), year of publication and page number(s). For example: as Roche (2001: 6) has argued...

If there is more than one reference to the same author and year, use letters (a, b, c) to indicate differences between publications (e.g. Murphy, 2005a).

Web sources should be identified by title of article or information source with the date it was created, published or posted (date, month, year), exact URL, pagination, and date accessed.

References in the text should not use *ibid*, *op. cit.* or any similar abbreviations.

Style and Punctuation. Quotations should have single quotation marks with double quotation marks used where necessary within single quotes. Lengthy quotations should be indented with no quotation marks. There should be one space only after full-stops.

Submissions

Contributions should be typed double-spaced on A4 paper, with ample left- and right-hand margins. A cover page should contain only the title, author's name(s), position(s) and institutional affiliation(s) and the address (one only) to which proofs should be sent, together with full contact details (email, phone and fax numbers). An abstract of 100-150 words should be included on the second page, together with 3-6 key words. To ensure anonymous review, authors should not identify themselves in the text but should include a separate sheet with a short biography of 50-75 words.

Authors are strongly advised to consult one or more recent issues of IJM before submitting manuscripts for publication.

Contributions should be sent, by email only, to the editorial office IJM@nuigalway.ie

If you have a query on the suitability of a paper for the *Irish Journal of Management*, please contact the relevant Associate Editor or one of the Editors Dr David Collings at david.collings@nuigalway.ie or Dr James Cunningham at james.cunningham@nuigalway.ie

All articles are double-blind refereed. *The Irish Journal of Management* aims to obtain a response to submissions within three months.

An electronic offprint of each published paper and one copy of the journal issue in which it is published is provided free of charge.