

## **AUTHOR GUIDELINES**

### **Editorial objectives**

The MMU Journal of Management & Technology is a blind reviewed bi-annual journal dedicated to provide a platform to share and exchange knowledge of the latest research and practical information on all aspects of managing knowledge in organizations. The journal publishes original research papers/articles and case studies by academicians, business and government contributors on strategies, tools and techniques for Management and Technology practices. MMU Journal of Management & Technology thrives to focus on the advances and application of the theoretical concepts in the real world situations.

### **Reviewing process**

The MMU Journal of Management & Technology is a blind reviewed bi-annual journal. On the recommendation of reviewers, a paper will be:

- Accepted, and the rights to edit it to suit the needs of journal lies with the editorial committee.
- Revised, implies that it has potential for publication, but needs some further work
- Rejected, implies that it is unsuitable for publication

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Prior to article submission, authors should seek clear permission to use any content that has not been created by them. Failure to do so may lead to lengthy delays in publication. The rights MMU Journal of Management & Technology require are:

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### **Manuscript requirements**

1. The desired length of the paper is between **5000 and 8000 words**.
2. A **title should not exceed** twenty words.
3. A brief **autobiographical of the author (s)** should be supplied on separate sheets (and not to be shown anywhere else on the manuscript) including:
  - Full name
  - Designation and Institution
  - E-mail address
  - Full international contact details
4. Authors must supply a **structured abstract (maximum 300 words)** set out under 4-7 sub-headings
  - Purpose (mandatory)
  - Design/methodology/approach (mandatory)
  - Findings (mandatory)
  - Research limitations/implications (if applicable)
  - Practical implications (if applicable)

- Social implications (if applicable)
5. Categorization of the manuscript as one of the following categories should be indicated by the author (s)
    - Research Papers
    - Articles
    - Case Studies
  6. **Headings** must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.
  7. Each **Figure and table** should be supplied within the article itself. All **Figures** (charts, diagrams and line drawings), plates (photographic images) and tables should be of clear quality, in black and white and numbered consecutively with Arabic numerals.
  8. **References** to other publications must be in the following style and carefully checked for completeness, accuracy and consistency.
    - *For books:* Surname, Initials (year), *Title of Book*, Publisher, Place of publication. e.g. Ghuman, k. and Aswathappa (2010), *Management: Concept & Cases*, Mc-Graw Hill Education, New Delhi, India
    - *For book chapters:* Surname, Initials (year), "Chapter title", Editor's Surname, Initials (Ed.), *Title of Book*, Publisher, Place of publication, pages. e.g. Singh, M. (2002), "Corporate Governance in Banks", in Vashisht, Tandon and Arya, (Ed.), *Corporate Governance*, Deep and Deep Publications Pvt. Ltd, New Delhi, India, pp. 15-20.
    - *For journals:* Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages. e.g. Chaudhary, S. (2010), " Analysis of Price Discovery Tools Operative in Indian Capital Market", *Optimization*, Vol. 2, No. 1, pp. 72-80.
    - *For published conference proceedings:* Surname, Initials (year of publication), "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. eg Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
    - *For unpublished conference proceedings:* Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date). eg Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).
    - *For working papers:* Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date. e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

- *For encyclopedia entries (with no author or editor):* Title of Encyclopedia (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.  
e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For authored entries please refer to book chapter guidelines above.)
- *For newspaper articles (authored):* Surname, Initials (year), "Article title", Newspaper, date, pages.  
e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.
- *For newspaper articles (non-authored):* Newspaper (year), "Article title", date, pages.  
e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- *For electronic sources:* if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.  
e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

### **Submissions Process**

Author (s) is required to submit electronic version via e-mail at [editormmujournal@mmambala.org](mailto:editormmujournal@mmambala.org)

#### **The Editor**

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