The *Journal of Management Studies* was established in 1963 to publish original, innovative, and high-quality papers that advance conceptual and empirical knowledge and address practice in the area of management.

By ‘advance conceptual and empirical knowledge’ we mean that papers should aim to develop strong theoretical and/or empirical insights that increase our understanding of behaviour both in organisations and of organisations in their environments. The Journal attaches no priority to either the subjects of study or the methodological approach adopted so long as they are theoretically grounded. Our ultimate criterion of a paper’s acceptability is that it significantly contributes to the development of coherent bodies of knowledge, so that an informed reader is likely to learn something new from it.

By ‘address practice’ we mean that papers should enable practitioners or those who teach practitioners, to gain insight into management and organization. We emphasize that the lessons for practice need to be grounded in rigorous theoretical and empirical research.

**Pre-Submission English Language Editing**
Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services can be found at http://wileyeditingservices.com/en/. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

**Preparation of Manuscripts**
Contributors should submit their manuscripts by e-mail to business.jms@durham.ac.uk.

All manuscripts must be accompanied by a letter which indicates briefly why the article is suitable for publication in the Journal of Management Studies and attests that the article has not been previously published or is under review elsewhere.

All manuscripts submitted to the Journal must be prepared according to the following guidelines:

1. Manuscripts must be double-spaced throughout (this includes Notes and References) with generous margins. They should be sent in Microsoft Word format.

2. Papers should be carefully crafted and succinctly presented. Papers submitted to the Journal are usually between 7,000 and 11,000 words. The allowable length of a paper is at the Editor’s discretion, however, papers submitted with a length exceeding 15,000 words may be returned to the author(s) for reduction before they will be considered by the Editors. The word count includes tables, figures and references.

3. To permit anonymity, the author’s names should not appear in the manuscript. Instead, a cover page giving the title of the article and full identifying information (name, address, telephone and fax numbers and e-mail addresses) must be attached. The title of the manuscript should be on the first page of the paper along with the abstract and keywords. Language within the text that suggests the author’s identity should be avoided. In addition, the manuscript ‘Properties’ should be erased prior to submission. Any identifying information from ‘Track Changes’ should also be removed.

4. The cover page should be followed by an informative abstract of no more than 150 words double-spaced. A list of 4–6 keywords, in alphabetical order should be provided below the abstract. Keywords should express the precise content of the manuscript as they are used for indexing purposes.

5. Footnotes should not be used. Endnotes should be provided on a separate page immediately following the text under the heading NOTES. Endnotes should offer significant comment, not merely cite references. They should be kept to a minimum.

6. Authors must provide high quality artwork for all illustrations. Poor definition reproductions are not suitable. Tables and figures should be numbered separately. Tables use Roman numerals and figures use Arabic numerals (Table I, Table II . . . ; Figure 1, Figure 2 . . . ). Each table and figure should be given a title and should be presented on a separate page at the end of the manuscript.
Figures and tables reproduced from already published work must be accompanied by permission of the original publisher (or copyright holder, if not the publisher). Please indicate the position of figures and tables in the text as follows:

**INSERT TABLE I ABOUT HERE**

7. References should be listed alphabetically by author at the end of the manuscript. In the text, where the author’s name appears, the date should follow in parentheses, e.g. Mintzberg (1985). If the author’s name is not present in the text, insert it with the author’s name and date in parentheses, e.g. (Mintzberg, 1985).

Multiple references should be listed alphabetically in parentheses, separated by semicolons, e.g. (Jackson, 1996; Watson, 1986).

Page numbers, to indicate a passage of special relevance or to give the source of a quotation, should appear in parentheses as (Willmott, 1992, p. 12).

If there is more than one reference to the same author in the same year, postscript the date with a, b, c, etc., e.g. (Sparrow, 1998a).

Books:


Chapter in a book:


Journal article:


Online only journal:

In press:


Working paper:
Dissertation:

Proceedings:

Web page:

Newspapers:

*Processing of Manuscripts and Production*
When a paper is received the Editors will read it and decide whether to send it out to referees. Typically this decision takes no more than two weeks. Three referees’ reports are sought and an initial decision should take no more than three months.

Submission of a manuscript implies commitment to publish in the *Journal*. Submission to the *Journal of Management Studies* implies that the manuscript has not been published elsewhere, nor is it under consideration by another journal. Authors in doubt about what constitutes prior publication should consult one of the General Editors or Margaret Turner.

Authors who submit manuscripts to the *Journal of Management Studies* are also expected to reciprocate by serving as reviewers for the *Journal* if called upon to do so.

*Online Production Tracking*
Online production tracking is available for your article through Wiley’s Author Services. Author Services enables authors to track their article – once it has been accepted – through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production. The author will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Please ensure that a complete e-mail address is provided when submitting the manuscript. Visit http://authorservices.wiley.com/bauthor for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

*Copyright*
If your paper is accepted, the author identified as the formal corresponding author for the paper will receive an e-mail prompting them to login into Author Services; where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors on the paper.

If you select the OnlineOpen option and your research is funded by The Wellcome Trust and members of the Research Councils UK (RCUK) you will be given the opportunity to publish your article under a CC-BY license supporting you in complying with Wellcome Trust and Research Councils UK requirements. For more information on this policy and the Journal’s compliant self-archiving policy please visit http://www.wiley.com/go/funderstatement.