

## Submission of Manuscripts

### Introduction

In order to submit your paper, please send your manuscript and associated files in Microsoft Word format by e-mail to Margaret Turner ([business.jms@durham.ac.uk](mailto:business.jms@durham.ac.uk)). We will always acknowledge receipt of submissions. Authors are encouraged to include tables and figures as part of the main file. All manuscripts must be prepared according to the *Journal of Management Studies* [guidelines](#).

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### Pre-Submission English Language Editing

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### Processing of Manuscripts

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 one week. Three referees' reports are sought and an initial decision after review should take no more than three months.

Submission of a manuscript implies a commitment to publish in the journal. A manuscript can only be submitted to *JMS* if it has not been published elsewhere, nor is it under consideration by another journal. Authors who are in doubt about what constitutes prior publication should consult one of the General Editors or Margaret Turner.

Authors who submit manuscripts to *JMS* are also expected to reciprocate by serving as reviewers for the journal if called upon to do so.

## The Review Process

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Any queries at any point in the process can be directed to Margaret Turner ([business.jms@durham.ac.uk](mailto:business.jms@durham.ac.uk)) in the Editorial Office, who will be happy to advise, update or receive feedback.

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