

Author Information Pack

Description

The Irish Journal of Management (IJM) aims to publish well-written and well researched articles that will contribute to the understanding of management-related issues in both Irish and international contexts. 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. The journal seeks the following types of submissions:

- Research Papers: Publishing quantitative, qualitative and mixed methods empirical research, literature reviews (traditional/narrative, systematic, meta-analysis, meta-synthesis), and conceptual papers. Page count should be less than 40 pages, double spaced, including references, tables, figures and appendices.
- Teaching Submissions: These may include case study contributions, critiques and retrospective contributions on pedagogical issues related to teaching issues across management discipline areas. Teaching submissions should be between 30-40 pages, double spaced (including references and appendices) and provide a unique pedagogical or practical contribution, supported by state-of-the-art literature in the field.
- Book Reviews: word count (1,000 – 2,000 words).
- Special Issue Journal Submissions: The editors of the journal seek submissions for special issue themes that are in keeping with the overall focus of the journal and draw attention to important topics. Special issue proposals should be emailed to ijm@iamireland.ie before the 30th of September annually. Any submissions received after that deadline will be reviewed at the next date. Special issue proposals should include a detailed call for papers, listing potential themes for authors to consider, CVs of special issue editor(s) and a strategy to attract papers to your special issue.
- The IJM is an **open access peer-reviewed journal**, with a **"double-blind" review process** involving at least two reviewers. The journal publishes two issues each year. Past issues can be found here: <https://sciendo.com/journal/ijm>.

The journal offers Gold Open Access, free readership rights immediately upon publication, and follows CC BY NC ND



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General Information

The Irish Journal of Management was originally published in 1979 under the title 'Irish Business and Administrative Review'. It has been published online by De Gruyter since March 2015.

The language of the journal is English.

Journal Subjects include:

- Accounting, Finance and Corporate Governance
- CSR, Business Ethics and Sustainability
- Education, Teaching and Learning
- Entrepreneurship & Small Business Management
- Healthcare and Public Sector Management
- Leadership & Organisational Behaviour
- Marketing and Services Management
- Strategy and International Business
- Technology and Innovation Management
- Work, Employment and Organisation

Audience

Academics, researchers, practitioners, and policy makers

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Archiving

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Author Submission Guidelines

All manuscripts should be submitted to the journal via [Editorial Manager](https://www.editorialmanager.com/ijom/) <https://www.editorialmanager.com/ijom/>. You must first register as an author on the system. Authors should ensure their manuscript meets the submission and formatting guidelines listed in this author information pack before submission. No paper will be sent out for review if it does not adhere to the journal's formatting guidelines.

Submission Declaration and Verification

Manuscripts submitted should not have been previously published or be under concurrent consideration at another journal. It is the authors' responsibility to attain permission from the relevant publisher(s)/copyright holder(s) in advance of submission to this journal if they intend to include already published material (e.g., Table/Figure) in their submission.

All submissions will be subject to automatic checks for similarity with already published works.

Ethical Compliance

The journal expects authors, reviewers, editors (including guest editors) to act with integrity, respect toward others, and transparency. Specifically, **authors** submitting to the Irish Journal of Management, must follow the highest ethical standards in their work.

Authorship must be fairly and appropriately attributed to those who contributed to the research and the submission. The research submission must be original, factual, objective, accurate and transparent. All data sources must be referenced in full, including the author(s)' own past publications. The research approach must be detailed so others may replicate the work. Fraudulent or knowingly inaccurate statements or presentations of results are unethical and unacceptable. Submitted works must be original and not under review or publication in any source. If an author realises significant errors have been made in their manuscript or

research or presentation of data/findings, they must take course of action to correct such errors by informing the editor and publishing an erratum or other public correction.

Reviewers for the Irish Journal of Management must remain objective, impartial, and constructive in their reviews. If they are assigned to review a paper where they identify the author(s) of the respective paper, they must inform the editor(s) and withdraw from the review process. They must divulge any conflict of interest they may have in reviewing a particular paper. If they are not skilled to review a particular paper (topic out of their scope; lack of familiarity with the methods / methodology used), they must inform the editor. If they have reviewed the same paper for another journal, they must inform the editor. They should respect the confidentiality of the review process, remaining anonymous in their reviews.

Editors, including guest editors must declare any conflicts of interest in the performance of their role. They should be fair and objective in applying academic publishing standards for the journal. Editors will uphold the confidentiality of the review process, ensuring authors and reviewers remain anonymous to each other. The editors will endeavour to provide for timely reviews of all manuscripts and to respond promptly to author enquiries.

Changes to Authorship

Prior to submission, authors are expected to carefully consider the contributions of authors and consequently, the authorship and the ordering of authors. A definitive list of authors should be provided at the time of the original submission. Any additions, deletions, or rearrangement of author names in the authorship list needs to be made prior to the manuscript being accepted, and only if approved by the Journal Editor.

To request changes to the authorship of a paper (for either addition or removal), please email the Editor handling your paper stating (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal, or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will

the Editor consider the addition, deletion, or rearrangement of authors after the manuscript has been accepted. This must be requested before an article has finished the production process and is put online.

Funding Sources / Conflict of Interest Declaration

To ensure the integrity of the blind review process, please do not include any details pertaining to your specific funding support in your initial manuscript upload. Please instead only include this information in the cover letter that you are uploading with the manuscript. If your paper is subsequently accepted for publication, you should include a note detailing any financial or other support you received which related to the conduct and/or preparation of your article at the end of your manuscript, before the Reference section.

Any potential conflict of interest related to the research being shared in your paper must be declared.

Language and Editing

Standard British English should be used (apply -ise not -ize endings). For British English spelling, the Collins Dictionary is a good guide (refer to *Collins Online Dictionary* (<https://www.collinsdictionary.com/>)). For guidance on Grammar, a good reference source is the Blue Book of Grammar and Punctuation (<http://www.grammarbook.com/>).

Articles that are not well written (e.g., with grammatical, and/or comprehension, and/or spelling errors) will be returned to the authors. Some authors, particularly where English is not their first language, may be asked to avail of an English language copy-editing service before their article is considered for review. Copyediting charges should be covered by the authors, if required.

Peer Review Process

All articles are initially assessed by the editor for suitability and fit within the journal. A paper is then either desk rejected or sent out for review. A minimum of two anonymous peer reviews are sought. The editors are responsible for all final decisions on the acceptance and rejection of articles and their decision is final.

Paper Submission Guide

Each submission must include an Anonymised **Manuscript**, a separate **Title Page** (with author details), and a **Cover Letter**.

The **manuscript** must be anonymised. It must not include author's names, affiliations, or addresses. These should not be included in the main manuscript to ensure anonymity during the review process. They should instead be included in the title page as a separate document.

The **title page** must include:

- Full names of all authors (or initials of first or middle names - if used), separated with commas
- There should be 'and' (no comma) before last author's name e.g., Ayman Tobail, John Crowe* and Amr Arisha
- If there are 2 authors, there should be 'and' between their full names e.g., Shuo Wang and Yuhui Gao*
- The corresponding author should be identified by an asterisk* (superscript) and their e-mail address should be provided in the footnote
- All authors' affiliations should be given and include Department and University or organisation and country
- A short biography of between 50-75 words should be provided for all authors.

A **cover letter** must be submitted as a separate document. The cover letter must include the following:

- Confirmation that all authors have agreed to the submission to *Irish Journal of Management* and that the manuscript is neither under consideration at another outlet nor been published elsewhere (papers published in conference proceedings are acceptable)
- Identify if the submission is new or a revision

- If relevant, identify if the paper is for a special issue
- 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.

Title

All manuscripts should have a title up to 200 characters (including spaces). Only the first word is capitalised with the exception of accepted acronyms and conventions noted in the paper (e.g., CEO, CSR, HR etc.). The 'running title'/'short title' should contain no more than 50 characters (including spaces); only the first word should start with a capital letter.

Abstract

This should be no longer than 150 words. Within the abstract, you should include the aim(s)/research question(s) of the study/paper and the key contributions of the study/paper.

Keywords

- A list of 3-6 keywords, separated by semicolons, should come under the abstract
- Small letters, except for accepted conventions detailed within the paper e.g., CEO, CSR, HR etc.
- No full-stop at the end

Section Titles

- Bold, not numbered
- Main section headings should be capitalised and centred (i.e., INTRODUCTION, METHOD, RESULTS, DISCUSSION, CONCLUSION)
- Sub-headings should be in bold, left aligned, and only the first letter should be a capital letter, e.g., **Simulation as an educational technique**, with the exception of accepted conventions (e.g., CEO, CSR, HR etc.)
- Ensure consistency across all levels of headings

Footnotes and endnotes

Footnotes should be avoided. Essential endnotes should be numbered consecutively in the text and grouped together at the end of the paper immediately before the References section.

Formatting

- All pages should be numbered consecutively and justified.
- The font size should be 12 points.
- The entire text (including legends, endnotes, and references) should be double-spaced with no hyphenation and automatic word-wrap (no hard returns within paragraphs).
- Please type your text consistently, e.g., take care to distinguish between '1' (one), 'I' (capital I) and 'l' (lower-case L) and '0' (zero) and 'O' (capital O), etc. Do not create symbols as graphics or use special fonts that are external to your word processing program; use the "insert symbol" function.
- Italicise any words that normally appear in italics.

Table and Table Captions

- Tables should be provided in the main body of the manuscript, where they are to occur.
- Tables should be numbered consecutively using Arabic numerals and referred to in the text by number, e.g., Table 1.
- Tables should include captions, following the format: Table 1. Significant development of CSR themes and its pivotal articles. The source reference (if applicable) should go under the table.
- Captions for tables should be positioned above the table, and captions should follow the same style as the headings, in terms of sentence case or title case.
- If tables are adapted from other sources, clearly reference the original source.

- If tables are to be reproduced from other published sources, it is the responsibility of the author to attain copyright/usage rights to such material and to upload evidence of this permission as an additional document on the manuscript submission system.
- Authors should paste tables into their word document manuscript.
- Tables occupying more than one printed page should be avoided, if possible; larger tables can be published as an appendix
- Do not use picture elements, text boxes, tabs, or returns in tables

Figures and Figure Legends

- Figures should be submitted as separate jpg or png files (the higher the resolution the better).
- They must be submitted in their original, editable format and clearly labelled.
- Figures can be in colour or in black and white.
- The position of the figure(s) in the text should be indicated by 'Insert Figure X here'
- Figures should be numbered consecutively using Arabic numerals and referred to in the text by number e.g., (Figure 1).
- Captions for figures should be positioned under the figure, with the source information (if applicable) to follow in brackets.
- The caption should follow the format: Figure 1: Dominant themes by period
- Captions should follow the same style as the headings, in terms of sentence case or title case.
- If figures or graphs are adapted from other sources, clearly reference the original source.
- If figures are to be reproduced from other published sources, it is the responsibility of the author to attain copyright/usage rights to such material and to upload evidence of this permission as an additional document on the manuscript submission system.

Style, Punctuation and References

The Irish Journal of Management uses the APA style Guide. This should be followed for style, punctuation and references. You can find details of this [here](#).

Some referencing examples are given below for different types of articles:

Books:

Bandura, A. (1986). *Social Foundations of Thought and Action: A Social Cognitive Theory*, Englewood Cliffs. NJ: Prentice-Hall.

Articles in journals:

Foss, N.J., Husted, K. and Michailova, S. (2010). Governing knowledge sharing in organisations: Levels of analysis, governance mechanisms, and research directions. *Journal of Management Studies*, 47(3), 455-482.

Unpublished work:

Lavelle, J. (2009). On the contours of multinational corporations and their employment relations practices: Empirical accounts of trade union recognition, trade union avoidance and employee voice in Ireland. Unpublished PhD, University of Limerick.

Web Sources:

Butler, R.A. (2007). *Corporations agree to cut carbon emissions*.
<http://news.mongabay.com/2007/0220-roundtable.html> [Accessed 15 September 2018].

Referencing within text

References in the text should give the author(s) surname and year of publication, with multiple references placed in order by most recently published, separated by a semi-colon.

Examples

- For one author: (Schleicher, 2003)
- Two authors of the same work: (Clancy and Kehoe, 1999)
- More than two authors of the same work should be listed in full in the first instance where the work is first mentioned (i.e., list all authors) however, any further instances should be shorted to just include the first author surname et al. See example: (Moore, Miller, Jones and Jenkins, 2009) or (Moore et al., 2009).
- For more than 1 work (alphabetical order, separated by a semi-colon). E.g. (Savery and Duffy, 1996; Von Glasersfeld, 1989) (van der Zee and Slomp, 2009; Ferdig et al., 2007)
- For forthcoming pieces: (Smith and Brown, forthcoming)

- Website articles/ pages: Reference on-line articles by authors as normal (i.e., author surname, year published) and cite URL, date accessed in the reference list at the end of the paper. E.g., GenBank (2021). *GenBank Overview*. <http://www.ncbi.nlm.nih.gov/Genbank/index.html> [Accessed 15 September 2021].
- Page numbers: Page number(s) should only be provided if a direct quote from another author's work is being used. If there is no quote, then there is no need for a page number. E.g., As Roche (2001: 6) has argued, problems with this approach 'are extremely complex and are not always resolvable'.
- Journal names: These should be spelled out in full and not abbreviated.
- 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), separated by commas.
- References in the text should not use *ibid*, *op. cit.* or any similar abbreviations.