

# “MANAGEMENT OF ORGANIZATIONS: SYSTEMATIC RESEARCH”

## INSTRUCTIONS FOR AUTHORS

*Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publisher reserves the right to reject or return manuscripts that are not prepared in accordance with these instructions.*

### Manuscript Requirements

*Work submitted for publication must be original, previously unpublished, and not under consideration for publication elsewhere.*

Articles should be no more than 10–15 pages in **length** (A4 size pages). The paper should be prepared using the **text preparation system** *Microsoft Word (Microsoft for Windows)* and the *Times New Roman font (12pt, single)*. In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

**Requirements for structure.** Articles submitted for publication in Journal **should include** the research aim and tasks, with detailed methodology, presenting literature overview on the research object, substantiation of the achieved results and findings, conclusions and a list of references. Manuscripts should be arranged in the following order of presentation.

*First page:*

- Title (no more than 10 words), autobiographical note (the author's full name, scientific degree, academic affiliation, address, telephone, fax and e-mail address). Respective affiliations and addresses of co-authors should be clearly indicated.
- A self-contained annotation in English of up to 250 print characters, describing the research.
- Up to five keywords, which encapsulate the principal subjects covered by the article.

*Subsequent pages:*

Introduction with a research object, target and methods indicated; main body of the text with headings; conclusions, a list of references.

*Last page:*

A self-contained abstract / summary / resume in English of no less than 3000 print characters, describing the research.

**References.** Documentation should be presented in author-date style, with all cited references collected in an alphabetical list titled “References.” This list should start a new page in the manuscript file. Every work cited in the text, notes, appendixes, tables, and figures must appear in the References. For two or more publications by the same author(s) in the same year, list them alphabetically by title and use 2003a, 2003b.

In text, for three authors, write out *all* the names the first time cited, and for citations thereafter use the first author's last name with “et al.” For four or more authors, use the first author's name and “et al.” every time.

Cite references in text by last name of author and year, usually in parentheses (e.g., Johnson, 1996, 1998; Yang, 1997a, 1997b; OECD, 2001; Knowles, Garcés-Ozanne, 2003). If the name of the author cited is part of the text, only the date should appear in parentheses: “P. Johnson (1996) emphasizes this in his study; other views are also expressed by A. Becker (1991), D. Cleland et al. (1998), and W. H. Knight and P. B. Song (1999).” Examples of the proper format are as follows:

*Journals*

Lynne, G. D. (1999). Divided Self-Models of the Socioeconomic Person: The Metaeconomics Approach // *Journal of Socioeconomics*. Vol. 28, No.3, pp. 267-288. doi: [10.1016/S1053-5357\(99\)00017-7](https://doi.org/10.1016/S1053-5357(99)00017-7).

*Books*

Becker, G. S. (1991). *A Treatise on the Family*. 2nd ed. - Cambridge, MA: Harvard University Press.

*Essay in edited collection*

Cleland, J., Kaufmann, G. (1998). Education, Fertility, and Child Survival: Unravelling the Links / In *the Methods and Uses of Anthropological Demography*, ed. A. M. Basu and P. Aaby. - Oxford: Clarendon Press, pp. 128–152.

#### *Working papers*

Johnson, D. G. (1999). Agricultural Adjustment in China: Problems and Prospects. - Working paper, University of Chicago, Department of Economics.

#### *Paper presented at a conference*

Bai, N. (2001). March Forward to the City or Return Back to the Country: A Study of the Returned Rural Laborers. - Paper presented at the 2001 Labor Flow Conference, Beijing, July 4-6.

#### *Dissertation*

Meng, E. C. H. (1997). Land Allocation Decisions and In Situ Conservation of Crop Genetic Resources: The Case of Wheat Landraces in Turkey. - PhD diss., University of California, Davis.

#### *Statistical data sources and internet sources*

Statistical Office of Lithuania (1997). Statistical Yearbook of Lithuania. - Vilnius: Lithuania.

Statistics South Africa (1996). South African Population Census. Internet access: <<http://www.statssa.gov.za/census96/>>, [accessed April 16, 2006].

U.S. Department of Agriculture (1996). Agricultural Statistics of Former USSR Republics and Baltic States. Internet access: <<http://www.ers.usda.gov/data/sdp/view.asp?f=international/93009/>>, [accessed May 16, 2001].

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**Figures.** Figures should be numbered in the order mentioned in the text. Letters, numbers, and symbols should be clear and of sufficient size to be legible in the event figures must be reduced. It is possible you may be asked to revise figures as part of your manuscript revision. The pictures and figures should be prepared in black and white colors. They are accepted only in: tif, jpeg, gif, cdr, bmp, eps, doc, rtf or xls formats.

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