NJMR submission guidelines

HOW TO PREPARE YOUR MANUSCRIPT?

The submitted manuscripts should be no longer than 8,000 words, including the abstract, keywords, endnotes, tables, figures and references.

In all manuscripts, there should be an abstract of 150 words, which summarises the content and conclusion of the article.

Please provide also five keywords in the end of the abstract.

Use the font size 12 (Times New Roman or equivalent) and double spacing throughout the text, also in the list of references and endnotes. Pages should be numbered consecutively.

Footnotes should be avoided, but there may be **a limited number of <u>endnotes</u>**, numbered consecutively at the end of the text.

Pictures (300 dpi), tables and figures (excel or Word) can be sent as separate files or they can be embedded in the text. When sending them as separate files, the eventual position should be clearly indicated in the text.

Articles should be original and not under simultaneous consideration for publication elsewhere, either in part or full. Please note that **<u>any attempts of plagiarism will be taken very seriously</u>**, and standard academic ethical guidelines should be followed by all our authors.

HOW TO SUBMIT?

Please submit your manuscript in RTF or Word format through the Editorial Manager submission platform at http://edmgr.editool.com/njmr/default.htm .

You will have to register when submitting to the system for the first time. When submitting a co-authored manuscript all authors will get an email after the submission, asking them to register to the platform.

The submitted manuscript should be fully anonymised, without a title page or any other details that may help the reviewers to identify the author(s). **Please anonymise also the references to your own work.**

When submitting a manuscript, please provide the journal also with 2-3 names of potential referees along with their contact details (email).

Please read carefully also the NJMR reference guidelines below, and follow them punctually.

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NJMR reference guidelines

When submitting your MS, you should provide complete, correct and properly structured references, as instructed in these guidelines.

*Please note that his is not only a stylistic issue, but highly important also for the **reference linking** of your article:* Complete and correct references may allow automatic creation of active links by the MetaPress technology that we use for making the electronic version of our journal. Active reference linking is regarded as the greatest benefit of electronic publishing and it adds a lot of value to your publication.

For the same reasons, it is **important also for the Special Issue authors and editors to follow these guidelines in all referencing** – including the citations to other articles in the same Special Issue. This means that the Special Issue authors should **not** use the expression (Author, this issue), but instead (Author, 2014).

The following sections give you detailed instructions on citing books, journal articles, newspaper articles, conference papers, webpages and others.

Please provide all the required elements in the references to your paper, paying particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author.

Please note also that if your references have **DOI numbers** (DOI = digital object identifier, see http://www.doi.org/), these should be included in the references. DOIs are very easy to find. Most publishers, if they use DOI numbers, place them at the top of the article front page. *The DOI number will automatically make the active reference link in an online publication, hence adding the value of your publication.*

Harvard style referencing[1]

NJMR uses Harvard style referencing, which means that you must provide (a) *in-text (parenthetical, author/date) citations* in the main body of the article, *and* (b) a list of *references* at the end.

N.B. If you need to clarify your arguments by adding notes in the text, please use **endnotes.**

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[1] The guidelines are adapted from the following online manual, published and update by the University of Western Australia: http://libguides.library.uwa.edu.au/data/files2/49275/Harvard%20LibGuide%20-%20All%20Examples%20PDF.pdf, last accessed 17.5.2011.

<u>The in-text (parenthetical) citation:</u>

Each reference in the text must be identified with the name(s) of the author(s), the year of publication and pagination, which are separated from the text by parentheses.

E.g.

> Their subjectivity is at once deterritorialized in relation to a particular country, though highly localized in relation to family (Ong 1993: 771-772).
>
> *or*
>
> Ong (1993: 771-772) writes that…
>
> ***Please note that there is no punctuation between the surname and the date, and that the page numbers are separated from the date by a colon.***

Other examples:

> *Books, articles, conference papers, theses etc.:*
>
> - with single author: (Holt 1997: 1)
>
> - with 2 or 3 authors: (McCarthy, William & Pascale 1997: 22-24)
>
> - with more than 3 authors: (Bond *et al.* 1985: 3)
>
> - with no author: (*A history of Greece* 1994: 45)
>
> - with organization as author: (UNHCR 2000: 33)
>
> - by same author(s) in the same year: (Bond 1991a, 1991b)
>
> *Webpages:*
>
> - with no author: use first few words of the page title,e.g. (Improve indigenous housing 2007)
>
> - with no date: (Jones, n.d.)
>
> - web document: (Name of Document 2006)
>
>   - N.B. date here is the year of publication
>
> - Website: (Name of Website 2011)
>
>   - N.B. date here is the year when the website is accessed
>
> *Citing information someone else has cited:*
>
> - (O'Reilly, cited in Byrne 2008: 2)

        o   in the reference list give the details of the work in which you found the citation (e.g. in this case Byrne)

N.B. More than one reference must be separated by a semicolon, and organized alphabetically: (Bond *et al.* 1985: 36-40; Guevarra 2010a: 2; Jones n.d.; UNHCR 2011)

The listing of references:

Please compile all the sources referred to in the text at the end of your MS, and organize them alphabetically under the title "References".

> N.B. The list should include *all sources in one alphabetical order*; there is no need to categorise the references into subgroups such as "Books and articles", "Websites" etc.
>
> Below, such categorization is used so as to instruct on the correct format of different types of references. ***Please make sure, that the punctuation, spacing and formatting follows these guidelines[2]:***

Books:
- with single author:
  Holt, DH 1997, *Management principles and practices*, Prentice-Hall, Sydney.
- with more than one author:
  McCarthey, EJ, William, DP & Pascale, GQ 1997, *Basic marketing*, Irwin, Sydney.
- with no author:
  A history of Greece 1994, Irwin, Sydney.
- with organization as author:
  UNHCR 2000, *The state of the world's refugees 2000: fifty years of humanitarian action*, UNHCR, Geneva.
- with single editor:
  Jones, MD (ed.) 1998, *Management in Australia*, Academic Press, London.
- with more than one editor:
  Bullinger, HJ & Warnecke HJ (eds) 1985, *Toward the factory of the future*, Springer-Verlag, Berlin.
- E-book: Aghion, P & Durlauf, S (eds.) 2005, *Handbook of economic growth*, Elsevier, Amsterdam. Available from: Elsevier books. [Last accessed 04.11.2004].
- Different works by the same author the same year:
  Bond, G 1991a, *Business ethics*, McGraw-Hill, Sydney.
  Bond, G 1991b, *Corporate governance*, Irwin, London.

Articles and book chapters:
- Journal article: Conley, TG & Galenson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', *Journal of Economic History*, vol. 58, no. 2, pp. 468-493, DOI:10.2478/s11533-007-0023-3.

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[2] If you have a reference that does not fall under the below categorization, please check the following online manual: http://libguides.library.uwa.edu.au/data/files2/49275/Harvard%20LibGuide%20-%20All%20Examples%20PDF.pdf , or contact the managing editor.

- Articles/chapters in an edited book: White, H 2002, 'The westernization of world history' in *Western historical thinking: an intercultural debate*, ed J Rusen, Berghahn Books, New York pp. 111-119.

Websites:
- Website, no author:
  Improve indigenous housing now, government told, 2007. Available from: <http://www.architecture.com.au/i-cms?page=10220> . [Last accessed 8.2.2009].
- Website, no date:
  Jones, MD n.d., *Commentary on indigenous housing initiatives*. Available from: <http://www.architecture.com.au>. [Last accessed 6.6.2009].
- Web document:
  Department of Industry, Tourism and Resources 2006, *Being Prepared for an Influenza Pandemic: a Kit for Small Businesses*, Government of Australia, Available from: <http://www.innovation.gov.au>. [Last accessed 28.2.2009].
- Website:
  Australian Securities Exchange 2009, *Market Information*. Available from: <http://www.asx.com.au/professionals/market_information/index.htm>. [Last accessed 5.7.2009].

Conference papers:
- Published:
  Riley, D 1992, 'Industrial relations in Australian education', in *Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference*, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.
- Electronic publications:
  Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty-first international conference on information systems*, pp. 20-34. Available from: ACM Portal: ACM Digital Library. [Last accessed 24.6.2004].
- Unpublished:
  Brown, S & Caste, V 2004, 'Integrated obstacle detection framework'. Paper presented at the *IEEE Intelligent Vehicles Symposium*, IEEE, Detroit MI.