

“ How to publish a paper in the ResearchLeap network” – Publishing guidelines for authors



ISSN 1849-5664 (Online)

ISSN 1849-5419 (Print)

The journal is submitted by clicking on the **SUBMIT YOUR PAPER** icon

-Click on the **SUBMIT YOUR PAPER** link which will take you through to the Journal Submission page

-Prepare your paper according to the Guide for Authors

-Submit your paper to our e-mail: editor@researchleap.com

Review process

Each paper is reviewed by the editor or co-editor and, if it is judged suitable for this publication, it is then sent to two referees for **double blind peer review**. Based on their recommendations, the editor then decides whether the paper should be accepted as is, revised or rejected.

Copyright

Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal. Use this in conjunction with the points below about references, before submission i.e. always attribute clearly using either indented text or quote marks as well as making use of the preferred Harvard style of formatting. Authors submitting articles for publication warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty. For ease of dissemination and to ensure proper policing of use, papers and contributions become the legal copyright of the publisher unless otherwise agreed.

Permissions

- The rights our **Platform** requires are:
- Non-exclusive rights to reproduce the material in the article or book chapter.
- Print and electronic rights.
- Worldwide English language rights.
- To use the material for the life of the work (i.e. there should be no time restrictions on the re-use of material e.g. a one-year licence).
- When reproducing tables, figures or excerpts (of more than 400 words) from another source, it is expected that:
- **Authors** obtain the necessary written permission in advance from any third party owners of copyright for the use in print and electronic formats of any of their text, illustrations, graphics, or other material, in their journal. Permission must also be cleared for any minor adaptations of any work not created by them.
- If an author adapts significantly any material, the author must inform the copyright holder of the original work.
- **Authors** obtain any proof of consent statements
- **Authors** must always acknowledge the source in figure captions and refer to the source in the reference list.
- **Authors** should not assume that any content which is freely available on the web is free to use. Authors should check the website for details of the copyright holder to seek permission for re-use.

Ethics

- The **author** should not submit his/her manuscripts to multiple journals. Likewise, an author should not submit any paper previously published anywhere to the journals for consideration.

- The **author** should guarantee that the works he or she has submitted are original. If the author has used work and/or words by others, appropriate citations are required. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.
- The **author** should indicate all sources that have supported the research and also declare any conflict(s) of interest.
- The **author** should give due acknowledgement to all of those who have made contributions to the research.
- The **author** should promptly inform the journal editor of any obvious error(s) in his or her published paper and cooperate earnestly with the editor in retraction or correction of the paper. If the editor is notified by any party other than the author that the published paper contains an obvious error, the author should write a retraction or make the correction based on the medium of publication.

Final submission of the research paper

Authors should note that proofs are not supplied prior to publication. The journal will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors.

File formats

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft word (DOC, DOCX)

Manuscript/Paper requirements

Manuscripts for articles submitted to **Researchleap** should be divided into the following sections (in this order):

Please prepare your manuscript before submission, using the following guidelines:

Format	All files should be submitted as a Word document.
---------------	---

Article Length	Articles should be between 3000 and 9000 words in length. This includes all text including references and appendices.
Article Title	A title of not more than ten words should be provided.
Article Title Page	<p>An Article Title Page should be submitted alongside each individual article using the template provided.</p> <p>This should include:</p> <ul style="list-style-type: none"> ▪ Article Title ▪ Author Details (see below) ▪ Acknowledgements ▪ Author Biographies ▪ Structured Abstract (see below) ▪ Keywords (see below) <p>Article Classification (see below)</p>
Author Details	<p>Details should be supplied on the Article Title Page including:</p> <ul style="list-style-type: none"> ▪ Full name of each author ▪ Affiliation of each author, at time research was completed ▪ Where more than one author has contributed to the article, details of who should be contacted for correspondence ▪ E-mail address of the corresponding author <p>Brief professional biography of each author.</p>
Abstract	<p>Authors must supply an abstract on the Article Title Page as well written abstract usually contains the following elements:</p> <ul style="list-style-type: none"> ▪ Purpose (mandatory) ▪ Design/methodology/approach (mandatory) ▪ Findings (mandatory) ▪ Research limitations/implications (if

	<p>applicable)</p> <ul style="list-style-type: none"> ▪ Practical implications (if applicable) ▪ Social implications (if applicable) ▪ Originality/value (mandatory) <p>Maximum is 300 words in total (including keywords and article classification, see below).</p>
Keywords	<p>Please provide up to 10 keywords on the Article Title Page, which encapsulate the principal topics of the paper. Whilst we will endeavour to use submitted keywords in the published version, all keywords are subject to approval by the journal's in house editorial team and may be replaced by a matching term to ensure consistency.</p>
Article Classification	<p>Categorize your paper on the Article Title Page, under one of these classifications:</p> <ul style="list-style-type: none"> ▪ Research paper ▪ Viewpoint ▪ Technical paper ▪ Conceptual paper ▪ Case study ▪ Literature review ▪ General review.
Headings	<p>Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.</p>
Notes/Endnotes	<p>Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.</p>
Research Funding	<p>Authors must declare all sources of external research</p>

	<p>funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.</p>
<p>Figures</p>	<p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form. All Figures should be of high quality, legible and numbered consecutively with Arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.</p> <ul style="list-style-type: none"> ▪ Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software. ▪ Figures which cannot be supplied in as the above are acceptable in the standard image formats which are: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide. ▪ To prepare web pages/screenshots simultaneously press the “Alt” and “Print screen” keys on the keyboard, open a blank Microsoft Word document and simultaneously press “Ctrl” and “V” to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by

	<p>simultaneously pressing “Ctrl” and “Print screen”.)</p> <p>Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.</p>
<p>Tables</p>	<p>The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the file. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.</p>
<p>References</p>	<p>References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef. You should cite publications in the text: (Adams, 2006) using the first named author’s name or (Adams and Brown, 2006) citing both names of two, or (Adams <i>et al.</i>, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:</p>
<p><i>For books</i></p>	<p>Surname, Initials (year), <i>Title of Book</i>, Publisher, Place of publication.e.g. Harrow, R. (2005), <i>No Place to Hide</i>, Simon & Schuster, New York, NY.</p>
<p><i>For book chapters</i></p>	<p>Surname, Initials (year), “Chapter title”, Editor’s Surname, Initials, <i>Title of Book</i>, Publisher, Place of publication, pages.e.g. Calabrese, F.A. (2005), “The</p>

	<p>early pathways: theory to practice – a continuum”, in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i>, Elsevier, New York, NY, pp. 15-20.</p>
<p><i>For journals</i></p>	<p>Surname, Initials (year), “Title of article”, <i>Journal Name</i>, volume, number, pages.e.g. Capizzi, M.T. and Ferguson, R. (2005), “Loyalty trends for the twenty-first century”, <i>Journal of Consumer Marketing</i>, Vol. 22 No. 2, pp. 72-80.</p>
<p><i>For published conference proceedings</i></p>	<p>Surname, Initials (year of publication), “Title of paper”, in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i>, Publisher, Place of publication, Page numbers.e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), “Connecting destinations with an ontology-based e-tourism planner”, in <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i>, Springer-Verlag, Vienna, pp. 12-32.</p>
<p><i>For unpublished conference proceedings</i></p>	<p>Surname, Initials (year), “Title of paper”, paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).e.g. Aumueller, D. (2005), “Semantic authoring and retrieval within a wiki”, paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).</p>
<p><i>For working papers</i></p>	<p>Surname, Initials (year), “Title of article”, working paper [number if available], Institution or organization, Place of organization, date.e.g. Moizer,</p>

	<p>P. (2003), “How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments”, working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.</p>
<p><i>For encyclopedia entries (with no author or editor)</i></p>	<p><i>Title of Encyclopedia</i> (year) “Title of entry”, volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.e.g. <i>Encyclopaedia Britannica</i> (1926) “Psychology of culture contact”, Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.(For authored entries please refer to book chapter guidelines above)</p>
<p><i>For newspaper articles (authored)</i></p>	<p>Surname, Initials (year), “Article title”, <i>Newspaper</i>, date, pages.e.g. Smith, A. (2008), “Money for old rope”, <i>Daily News</i>, 21 January, pp. 1, 3-4.</p>
<p><i>For newspaper articles (non-authored)</i></p>	<p><i>Newspaper</i> (year), “Article title”, date, pages.e.g. <i>Daily News</i> (2008), “Small change”, 2 February, p. 7.</p>
<p><i>For electronic sources</i></p>	<p>If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.e.g. Castle, B. (2005), “Introduction to web services for remote portlets”, available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ (accessed 12 November 2007).Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).</p>

Open access

International Journal of Management Science and Business is an open access journal meaning that articles are freely available to both subscribers and the wider public with permitted reuse and therefore relies on the authors' funding.

An open access publication fee is payable by authors or their research funder.

The publication charge of International Journal of Management Science and Business Administration: 130 USD (online publication only) or 150 USD (online publication + 2 hard copies) For additional copies the cost is 15 USD per issue.