

# **Journal for East European Management Studies (JEEMS)**

## **- Guideline for Authors -**

The *Journal for East European Management Studies* is a refereed journal, which aims to promote the development, advancement and dissemination of knowledge about management issues in Central and East European countries. The editors invite articles that are social science-based and address the general areas of Organisation and Management Studies, including Strategic Management, the Management of Change, Human Resources Management, Industrial Relations, International and Cross-Cultural Management and Business Ethics. Articles can cover all forms of indigenous enterprise within Central and Eastern Europe, as well as Western corporations that are active in this region. JEEMS welcomes papers that report the results of scientifically based empirical research into as well as theoretical contributions to recent developments in these areas. The journal encourages work from all methodological positions. In order to promote a true dialogue, papers authored by East European contributors or mixed East-West groups of researchers are especially welcome. All submissions are subject to double-blind review by a team of Eastern and Western academics.

JEEMS also publishes research notes for discussion of current research questions, as well as book reviews, reports on conferences and institutional developments with respect to management issues in Central and Eastern Europe. The editorial committee decides about the publication of such contributions.

In order to facilitate the journal's review and publication processes, all contributors are advised to consider the following requirements carefully. Manuscripts that fail to meet these formal requirements may be rejected or returned for further drafting.

### **Length/Size**

- All contributions must be prepared as files using Word for Windows.
- Articles should not exceed 8000 words (including references and tables); research notes should have a maximum of 5000 words.
- They must be typed, double-spaced, with margins of 2.5 cm.
- All pages should be numbered.
- Paragraphs should be connected without blank spacing.
- Optimal font size is Times New Roman 12pt or similar.

### **Language**

- Articles must be written in English. Contributors are required to use British English (i.e. not American English) spelling in the text.

- It is the author's responsibility to present papers in an acceptable form, both in terms of grammar and expression, and to check the manuscript for typing errors, spelling, punctuation, etc.
- Abbreviations should be used alongside their long form on their first appearance in the text.

## Title page

Each paper newly submitted must be accompanied by a title page which contains:

- the title,
- the names of the author or authors,
- the corresponding author's full postal and email addresses, and
- the institutional affiliation and main research interests of each author.

## First page

The first page should start with the article's title, followed by

- an abstract of about 100 words,
- 4-6 keywords,
- 2-3 JEL codes (JEL Classification System), followed by
- the main text of the paper.

Please note that when submitting the paper for review, authors should take all reasonable steps to omit information that clearly identifies them.

## Author's profile

Once accepted, the author's profile (or the authors' profiles) should be placed in a footnote on the first page of the article.

The profile should be structured as follows: First name, surname, title, function, affiliation, email-address, research interests.

Postal addresses, phone/fax numbers or any further information should be omitted.

## Titles

**Main titles** should be printed in bold type, font size 16, capitalized; *second level titles* in bold and italics, font size 14; *third level titles* only in italics, font size 14. Titles of graphics should be printed in italics, font size 14.

**Upper case letters** should be omitted with all titles (besides the main paper title). They are limited to the first word of the title and to proper names (e.g. Eastern Europe).

## Footnotes

Footnotes should be kept to a minimum and must be placed at the foot of the page to which they refer. They should not be used for citing references.

## Hypotheses

Each hypothesis tested should be fully and separately stated and given a distinct number (e.g. Hypothesis 1) or number/letter (e.g. Hypothesis 1a) for easy identification. The text of hypotheses should be set in indented blocks (1 cm from the left margin) and written in italic type.

## References in the text

- Mentioning author(s) in the text: Smith (1990) argues... or Smith and Miller (1990) argue... or Smith et al. (1990) argue...
- Referencing author(s): (Smith 1990) or (Smith/Miller 1990). For three or more authors, (Smith/Miller/Jones 1990) for the first appearance and thereafter (Smith et al. 1990).
- Referencing multiple sources: cite in year order, from older to more recent sources: e.g. (Miller 1985; Smith 1990).
- Quoting authors: following a quotation, (Smith 1990:34) or (Smith/Miller 1990:34) or (Smith et al. 1990:34)

## Reference list

All references must be listed at the end of the article or research note in alphabetical order of the first author's surname (no numbering) as in the following examples:

- Bartlett, C./Ghoshal, S. (1992): *Managing across borders*. London: Century Business.
- Kozminski, A.J. (1995): From communist nomenklatura to transformational leadership: The role of management in the post-communist enterprise, in: Grancelli, B. (ed.): *Social change and modernization*, Berlin: de Gruyter, 83-106.
- Clark, E./Lang, R./Balaton, K. (2001): Making the transition: Managers and management in transforming and reforming economies, in: *International Studies of Management & Organization*, 31, 2, 3-8.
- World Bank (ed.) (2001): *Annual report*, Washington.

## Tables and figures

- Tables and figures should be numbered consecutively with Arabic numerals and contain a short title. They may be included in the main text or be placed on separate sheets at the end of the article (but not in separate files).
- If tables or figures are placed on separate sheets, the author should mention in the text where they should be placed: e.g. Figure 4 to be placed about here.
- References to tables or figures in the text should refer to the number only: e.g. “As can be seen in Table 3” or “(see Figure 1)”.
- Figures may be presented in black, white or greyscale, but not in colour. They must be designed with a resolution of at least 350 dpi.
- The text should be in Times New Roman 12 (or equivalent) throughout the figure.
- The size of tables and figures should not exceed one page of A4. For optimal reproduction in print, please take into account the width of the journal’s pages (12 cm). Very large figures and charts or detailed tables can become difficult to read when printed in small size.

## Acknowledgments

Any notes to acknowledge the support of colleagues, reviewers or financing institutions should be placed at the end of the text just before the reference list.

## Review process

- The editorial committee checks all submissions for consistency with the journal’s general principles and mission. Papers found inappropriate will be desk-rejected.
- All submitted articles found appropriate will be subject to a double-blind review process, which includes a minimum of two anonymous reviewers, if possible from both a Western and a CEE country.
- If the reviewers require some revisions to be made, the authors must re-submit their revised paper together with an accompanying letter, explaining in detail how the authors have responded to the reviewers’ comments.
- Contributions submitted as research notes do not undergo a double-blind review process. Instead, the editorial committee will consider their appropriateness for publication.
- The editorial committee relies broadly on the reviewers’ comments and decisions. However, especially where the reviewers make contrasting judgments, the editorial committee will take the final decision about acceptance or rejection.

## **Submissions**

All contributions and other editorial correspondence should be addressed electronically to the Editor-in-chief:

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