

GUIDELINES FOR SUBMISSION OF MANUSCRIPTS

Every manuscript should contain at least the following:

- Abstract
- Introduction
- Purpose/objectives of the study/article
- Problem investigated
- Research objectives and/or hypotheses
- Research methodology
- Results
- Conclusions
- Managerial implications/recommendations

Manuscripts should be typed in one-and-a-half spacing, including references. Do not use double-spacing anywhere.

Page numbers are to be placed in the upper right-hand corner of every page.

Do not use any tab indents for paragraphs.

Do not number paragraphs.

The text must preferably be limited to three levels. Main headings are presented in capitals (bold); sub-headings in lower case (bold), and sub-subheadings in normal text, lower case. For instance:

METHODOLOGY

Sampling procedure

Composition of sample

Manuscripts should be typed or printed on one side of the paper only with a left margin of at least 2 cm.

Manuscripts of any length will be considered but should preferably be about 20 A-4 pages in length.

A 12-point font, preferably Times New Roman or Arial, should be used.

Submit four (4) copies of each manuscript. The author's name should not appear anywhere except on the cover page. The author should keep an extra, exact copy for future reference.

What goes where?

First page – Name of author(s) and title; author(s) note, including present position, postal and physical address, telephone and fax numbers, and e-mail address.

Second page – Title of paper (without author's name) and a brief abstract of no more than 150 words substantively summarising the article. This should be informative, giving the reader an overview of the article and should be in the same language as the rest of the article.

Body text

The text, with both major headings and subheadings should be flush with the left margin.

For first submissions all tables and figures should be in their correct positions in the manuscript itself. If the manuscript is accepted for publication and a final version submitted, each table and figure should be prepared on a separate page and grouped together at the end of the manuscript. The preferred position of each Table and Figure should then be indicated with:

[INSERT TABLE 2 HERE]

The data in tables should be arranged so that columns of like materials read down, not across. Non-significant decimal places in tabular data should be omitted, preferably no more than 2 decimal points.

Tables should be typed flush with the left-hand margin and have proper labeling of axes, column headings and other notations. The table number and title should be typed on separate lines, in capital letters.

Figures and artwork must be of a high quality and camera ready, such as clean, black-and-white laser printouts. Each figure of accepted manuscripts should appear on a separate page. Please avoid the use of gray-scale shading.

Additional details (such as the source or exceedance probabilities) should be footnoted under the table, not in the title. In the text, all illustrations and charts should be referred to as figures.

Mathematical notations should be clearly explained within the text. Equations should be centered in the page. If equations are numbered, type the number in parentheses flush with the right margin. Unusual symbols and Greek letters should be identified. For equations that may be too wide to fit in a single column, indicate appropriate breaks.

A non-refundable administration fee of R100, payable to “*Management Dynamics*”, must be included with the first submission of manuscripts for consideration.

If approved, the article will be returned in page proof format to the authors. After final corrections the page proofs must be returned, accompanied by an amount of page fees, determined as follows:

SAIMS members: R 200 x number of pages
Non-SAIMS members: R250 x number of pages

Preference in the placing of contributions accepted will be given to those manuscripts submitted by members of the Southern Africa Institute for Management Scientists (SAIMS). SAIMS members must indicate their membership number on the accompanying letter. Contributions submitted by a non-member will however, also be considered.

No copies of a manuscript or other materials will be returned except for revision purposes.

Manuscripts returned with suggestions for revision by authors must be returned to reach the Editor within three weeks.

References

Use the Harvard Method of referencing.

Citations within text

Citations in the text should include the author's last name and year of publication enclosed in parentheses, for example, (Jones, 1990). If practical, the citation should be placed immediately before a punctuation mark. Otherwise, insert in a logical sentence break.

If a particular page, section, or equation is cited, it should be placed within the parentheses, for example, (Jones, 1990: 112).

For multiple authors, use the first time in full if a source is cited irrespective of the number of authors. For subsequent citations of three authors and more use "*et al.*" in italics. For example:

(Smith, Wesson, Brown and Green, 2000).
and afterwards, (Smith *et al.*, 2000).

If the same authors published another work in the same year, a distinction must be made by using a lower caps a or b. For example:

(Smith, Wesson, Brown, and Green, 2000b).

In the case of multi-authors and different dates of publication, list it in order of the latest publication first. Authors' names should not be listed alphabetically. For example, (Jones, 2001; Bennet and Podavsky, 1998; Fulton and Bowker, 1990).

References list:

An example of multiple-author references for books is:

Donners, J H. and Williams, D.F. 1992. Marketing of Art. New York: Wiley.

Examples of single- and multiple-author references for periodicals are:

Steenkamp, J. 1998. Analyzing the effect of marketing on strategy. Journal of Marketing, (9) 3: 226-230.

Steenkamp, J., du Toit, F. and Mazibuko, H. 1998. Analyzing the effect of marketing on strategy. Journal of Marketing, (9) 3: 226-230.

An example of using a web page is as follows:

Williams, M.T.N. 2005. Marketing on the internet. BizzCommunity. Available: <http://www.BizzCommunity.com> [accessed 12 April].

Examples of a paper read at a conference, and/or an (unpublished) dissertation or thesis are as follows:

Parasuraman, A. 1996. Understanding and Leveraging the Role of Customer Service in External, Interactive and Internal Marketing. Paper read at Frontiers in Services Conference. Nashville, Tennessee (October).

Webb, C. 2003. The Role of Women in Society. Unpublished D.Comm dissertation, University of Botswana.

MANUSCRIPT SUBMISSION

Authors of final manuscripts accepted for publication should provide both a hard copy of the final version of their article and a matching version on a 3.5-inch computer disk preferably in MS Word or WordPerfect. Please group all sections of the article in one file and do not include figures on disk. Figures are acceptable as camera-ready copy only.

Please send all manuscripts to:

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