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Submission guidelines



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Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

Submit Manuscript 

Any queries or additional requests for information on the manuscript submission process should be sent to the Editor-in-Chief, Cynthia Devers: cdevers@vt.edu

Overview of Review Process

Instructions for Authors

The *Journal of Management (JOM)* publishes scholarly empirical, theoretical, and review articles dealing with management. Manuscripts that are suitable for publication in the journal cover areas such as business strategy and policy, entrepreneurship, human resource management, organizational behavior, organizational theory, and research methods. The following brief checklist provides a quick reference for you to follow during your submission and manuscript review process.

- Papers submitted should not be under concurrent consideration at another journal.
- Any actual or potential data overlap with previous studies should be noted and described in the letter to the Editor. In order to maintain masked review, provide an anonymized data transparency table describing actual or potential data overlap.
- All new manuscripts should be submitted electronically. Electronic submissions should be uploaded to the Journal of Management by accessing <http://mc.manuscriptcentral.com/jom>.
- Files should be submitted in Microsoft Word format.
- All manuscripts must adhere to the [JOM Style Guide](#).

- All authors of quantitative manuscripts will attest that their submission meets the respective data [reporting requirements](#) as specified on the Journal's homepage.
- Papers that violate the spirit of the guidelines (e.g., papers that are single-spaced, papers that use footnotes rather than conventional referencing formats, papers that exceed 50 pages), or which do not clearly fit the mission of the journal will be immediately returned to authors without being reviewed.
- There is a 50-page limit - this includes all notes, references, tables, figures, etc. Further, initial (first) submissions may not include any online supplement material.
- Authors should keep in mind that papers are evaluated on a page-to-contribution ratio.
- We encourage you to have a colleague peer review any paper prior to submission to the Journal of Management. To maintain masked review, please acknowledge your peer reviewer(s) and include other author notes in the letter to the Editor.
- During the review process, including at the Conditional Accept stage, manuscripts may be subject to additional methodological screening that may require the submission of additional information (e.g. analysis code; analysis output; original data).
- Accepted papers must fully adhere to the guidelines.
- Changes in authorship (e.g. addition; subtraction; change in order) during a revision process must be clearly explained in a letter to the Editor.

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Given increasing concerns with remote or digitally collected human participant research (e.g., automated, non-human responders, inattentive human responders), we, along with other top journals, are asking authors to clearly document the steps taken to mitigate this risk. Authors of manuscripts that include studies using online data collection or digital recruitment tools (e.g., online platforms, social media, email- or text-based surveys or survey links) must provide additional details regarding the following points for each study,

in the cover letter under the heading *Data Integrity Safeguards* and

(2) in the Methods section of the manuscript under the heading *Data Integrity Safeguards*.

Potential details to include:

- Description of the online or digital data collection or recruitment medium used
- The compensation offered per participant (if any)
- The design- or implementation-level techniques that were used to prevent non-human (e.g., bot or scripted) or inattentive human participation
- Any screening, validation checks, etc. employed during data collection and how they were employed
- Whether and how responses were evaluated post hoc for indications of non-human or low-quality responding, and what exclusion criteria, if any, were applied
- Whether these procedures were specified in advance (e.g., preregistered) or implemented iteratively during data collection
- Address data transparency (e.g., show complete survey instructions and measures used for collecting data in an appendix – note: during the review process we may request that you make any study materials and/or anonymized data available for anonymized peer review)
- Any other information you deem relevant

Our goal is to ensure the transparency necessary to allow our editorial team, reviewers, and readers to appropriately assess the reliability of data and robustness of findings in the papers we review and may ultimately publish. So, we appreciate your cooperation.

Please ensure that your manuscript is compliant with all *JOM* guidelines and that all information you provided regarding your submission is accurate.

Points of Interest

- Submissions will be acknowledged via email upon receipt. We strive to make an editorial decision in under 90 days, but circumstances beyond our control occasionally dictate a longer cycle.
- Each paper is typically reviewed by at least two reviewers and is also read by the action editor (either the Editor or an Associate Editor). Results of our decision, along with copies of the reviews, will be forwarded to the contact author as quickly as possible.
- If authors are invited to prepare a revision for further consideration, our letters of invitation will outline the key issues to be resolved and an assessment of the likelihood of success.
- Authors are normally given three to six months from the date of the invitation to prepare a revision. Our policy is to strive to make a final publication decision after one or two revisions (of course, further work may also be requested to resolve any remaining issues).

- Papers accepted to the *Journal of Management* become part of the OnlineFirst system, which provides immediate access to finalized manuscripts prior to their physical printing. Relatively few articles can be printed in any given issue of the *Journal of Management*, so there is some time lag between online and in-print publication; nevertheless articles published OnlineFirst are published. OnlineFirst allows researchers and others in the field to read and cite the most current information available. Please go to <http://jom.sagepub.com/content/early/recent> to view in press articles.
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