

South African Journal of Business Management

Instructions to Authors

Editorial policy: *The South African Journal of Business Management* publishes articles that have real significance for management theory and practice. Original theory and unique application plus readability and good writing style are important criteria for publication. No articles which have been published elsewhere or are under consideration elsewhere will be considered. Nor will any article be considered that are not written in perfect English or that do not adhere to the instructions to authors.

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All opinions expressed in papers appearing in the *South African Journal of Business Management* are those of the authors, and are not necessarily subscribed to by the editorial staff or by the Association for Professional Managers in South Africa.

Contributions must be written in English (to facilitate accessibility internationally).

The content of the Journal falls into two categories:

Managerial theory is devoted to the reporting of new methodological developments, whether analytical or philosophical. In general, papers are considered most appropriate if, in addition to developing new theory, some discussion of **applications**, either historical or potential, is included. Both state-of-the-art surveys and papers discussing new developments are appropriate in this category. The orientation is to the development of the theory of management.

Management practice is concerned with the methodology involved in applying scientific knowledge. Attention is focussed on the problems of developing and converting management theory to practice, bearing in mind behavioural and economic realities. Papers should reflect the mutuality of interest of managers and management scientists in the exercise of the management function. Appropriate papers may include: examples of implementations that generalize experience rather than specific incidents and facts, or principles of model development and adaptation that underlie successful application of particular facets of management theory. The relevance of the paper to the professional manager should be highlighted as far as possible.

Correspondence from readers is encouraged on all matters pertinent to management. Especially welcome are academic replies to articles published in the Journal.

Lay-out of manuscripts: Articles should be submitted electronically. The following details should be provided: author's surname; type of word processing document and the file name. Use A4-size formatting, 1.5 spacing and margins of 3cm. The first page should contain the title with the name and complete address of the author to whom correspondence is to be sent. The title, which should be concise but sufficiently informative for information retrieval purposes, should appear on the second page without the names of the authors. Articles should not exceed 20 pages.

The text of the manuscript must be preceded by an English abstract of about 200 words.

Tables should be numbered consecutively in Arabic numerals (Table 1) and should bear a short yet adequate descriptive title. Footnotes to tables should be designated by lower-case letters appearing as superscript to the appropriate entries. Tables should be presented on separate sheets, grouped together at the end of the manuscript. Their approximate positions in the text should be indicated.

Mathematical notations should be selected so as to simplify the typesetting process. Authors should attempt to make mathematical expressions in the body of the text as simple as possible. Greek letters and unusual symbols (if handwritten) must be labelled when

they first appear in the manuscript, as well as the subscript 'oh' (as distinguished from the number 'zero').

Illustrations should be prepared on separate A4 pages. Authors should use dedicated graphical software giving uniform lines and lettering of a size which will be clearly legible after reduction. Freehand or typewritten lettering and lines are not acceptable. Authors are requested to pay particular attention to the proportions of illustrations so that they can be accommodated in single (86 mm) or double (179 mm) columns after reduction, without wastage of space. Figures should be numbered consecutively in Arabic numerals (Figure 1), and descriptive captions should be listed on a separate page. All illustrations should be grouped together at the end of the manuscript, and their approximate positions in the text indicated.

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References from books. After the year of publication, follows the *title*. The Edition. Place of publication: publisher.

Bayliss, W.M. & Glass, B. 1991. *Principles of general psychology*. 4th Edition. London: Longmans.

References from chapters in a book. Tonne, E. 1980. Helping the poor. In Schoon, A. (Ed.). *Poverty in the 3rd World*. Harare: Omega Books.

References from journals. After the year of publication, follows the title of the article, *title of the journal*, volume, number, page(s).

Langmuir, I. 1956. 'Isomorphism, isoterism and covalence', *Journal of Business*, 23(3): 46-7.

References from the Internet. Hollard, P.J. 1999. *Food consumption and production*. [online]
URL:<http://www/wri.org/critcons/food.pdf>.

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