
Nonprofit Management and Leadership

GUIDELINES FOR AUTHORS

Manuscript Preparation and Publication Process

Nonprofit Management and Leadership
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NML Call for Papers

Contributions are sought from interested researchers and practitioners. Submitted papers should be based on original research or on theory of organizations and management and should be written in a jargon-free, nontechnical style accessible to managers, trustees, and other leaders of nonprofit and voluntary organizations and to academic researchers and teachers from a variety of disciplines and professions. Papers should focus on some aspect of nonprofit organization management, governance, leadership, or policy, and may include reports on research, literature reviews, case studies, and theoretical and analytical essays. Papers on governance, management of human resources, resource development and financial management, strategy and management of change, and organizational effectiveness are especially encouraged. Papers should be 4,000 to 5,000 words long and double-spaced.

Papers for the journal's occasional "From the Field" section can be based primarily on experience rather than on formal research design, and often are written by practitioners. Case studies of strategic or other interest to nonprofit researchers and practitioners can also be submitted for consideration; they may be either research or teaching cases and should pose ethical and strategic management dilemmas of concern to nonprofit managers and leaders. Letters critiquing or commenting on previously published articles are also welcome.

All papers submitted to *Nonprofit Management and Leadership* are subject to rigorous peer review. Researchers and practitioners willing to review manuscripts should send a letter of interest and a current copy of their curriculum vitae to the managing editor at the e-mail address provided on page 1.

Nonprofit Management and Leadership seeks to reflect the international growth and diversity of management, leadership, and third-sector issues in Europe, Asia, Latin America, and Africa. Manuscripts on topics of interest to an international audience of NGO management and leadership researchers and practitioners are invited from authors residing outside North America. An extensive panel of non-U.S. reviewers and associate editors is available. Submissions originating outside the United States are reviewed by experts familiar with the topic and country of origin.

Writing Style

Nonprofit Management and Leadership is intended for a multidisciplinary audience of both academics and professionals. We ask that you make your writing as clear, accessible, and descriptive as possible. Pay particular attention to the following:

- *Avoid jargon.* Use common descriptive language instead of terms associated with one academic field. Explain technical terms in nontechnical language.
- *Use the active voice.* "He reports" or "The findings reveal" instead of "It has been reported" or "It is indicated by the findings."
- *Illustrate abstract theoretical ideas with specific examples.*

- *Avoid biased language.* Vary references to race and gender in examples and avoid stereotypical descriptions. Avoid gender-specific language; for example, avoid the word *man* in the generic sense.
- *Merriam-Webster's Collegiate Dictionary* is the standard dictionary at Jossey-Bass. Follow the *Chicago Manual of Style*, 16th edition (University of Chicago Press), for points not otherwise covered in this manual.
- *Latin abbreviations.* Spell out abbreviations such as *e.g.*, *i.e.*, *et al.*, *etc.* to their English equivalents—in other words, use *for example*, *that is*, *and others*, and *and so on*.
- *Colloquialisms and contractions.* Avoid slang and contractions unless they are contained in quotations or examples containing dialogue.
- *References to people.* Omit titles and degrees of individuals in the text. Do not use nicknames.
- *Acronyms.* The first time an organization is referred to, insert the acronym in parentheses following the name [*for example*, American Civil Liberties Union (ACLU)]. Thereafter, the acronym may be used alone. The general use of acronyms is discouraged in *Nonprofit Management and Leadership*. Acronyms should be used only for widely used, generally recognized concepts. Acceptable acronyms are made by widespread reader adoption, not by author invention. In the previous sentences, for example WU-GR and WRANAI are not suitable acronyms for publication purposes just because those words happen to fall together in those sentences. In manuscripts, an acronym should not be used merely because it is the name of a variable used in the data analysis reported, or because it is the key concept or topic of the paper.
- *Lists.* Use lists only for important points. Minimize the use of bullets and set-off lists. Short lists should be run into the text.
- *Notes.* Jossey-Bass discourages the use of notes. Incorporate notes into the text. If notes cannot be avoided, use endnotes, not footnotes.

Manuscript Preparation

Electronic submissions in MS Word format are preferred. Submit manuscripts to Manuscript Central, NMLs online submission site: <http://mc.manuscriptcentral.com/nml>

E-mail manuscript queries to Gail Papay, Managing Editor, at gail.papay@case.edu.

Prepare your contribution in the following format:

- Margins on all sides should be 1 inch.
- Select left justification, ragged right margin.
- Automatic hyphenation, formatting, and editing tools should be off.
- Double-space everything in the manuscript, including quotations, tables, and the reference section.

- Use a tab to indent the first line of each paragraph and leave no extra space between paragraphs.
- Eliminate all extra formatting and codes, such as tab settings, font changes, margin changes, pre-formatted styles, and fields.
- Keep backup copies of your files.

Manuscript Components

Abstract

A paragraph alerting readers to the focus of the chapter and whetting their interest in it.

Title

As short and focused as possible. Titles should not be exhaustively descriptive or qualified. Avoid subtitles.

Author name(s)

Exactly as you wish them to appear in print.

Text

Write in a readable, practical, and jargon-free tone for a multidisciplinary audience. Do not use footnotes. Double-space the entire manuscript, including quotations, tables, and references.

Headings

Use headings to outline the structure of your chapter. Use first-level headings for the major themes. For subsections, use second-level headings and, if necessary, third-level headings. Headings should be separated by text; avoid stacking heads next to each other.

Tables and exhibits

Tables present data in tabular form (rows and columns). *Exhibits* present textual material, such as documents and forms. Provide tables and exhibits double-spaced on separate pages at the end of the electronic file, not integrated into the text. For each, provide a table or exhibit title and number. Refer to the table or exhibit by number in the text. List the source if the table or exhibit is reproduced or adapted from another work, and provide a letter of permission to reprint if necessary (see the Permissions section). Following is an example of a source line (the full bibliography of the source would be in your reference section):

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Figures

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Text citations

Cite the source of quotations or attributed ideas in the text, including the original page number for each direct quotation and statistic. Remember that long quotations from another source will often require permission to be reprinted. Citations should be placed in name-date style within parentheses, as in the following samples:

As one authority states, “References are a pain in the neck” (Knight 2001, 35).

In two recent studies, references were associated with neck pain (Knight 2001; Day, Jones, and Smith 2002).

References

Provide a double-spaced, alphabetized list of all references cited in the text (see the Sample References section). Do not include uncited references; if you wish, a separate section, “Additional Resources,” may be included. Provide complete bibliographic information, including all authors’ names; do not use “and others” or “et al.” Give complete journal titles and translations of any foreign titles. If more than one work by an author is dated with the same year, use letters to distinguish the dates (for example, 2001a, 2001b), and be sure to use the letters in the citations.

Author identification

A brief statement (one or two sentences) of your institutional affiliation or other important facts about yourself.

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6. Poetry (whether run into the text or set off), song lyrics, or music from any composition.
7. Any quotation used as an epigraph.
8. Quotations of any length from informal publications, including speeches, position papers, corporate in-house documents, mission statements, questionnaires, training or teaching materials, and unpublished dissertations.
9. Quotations from government agencies other than those of the U.S. government. These include quotes from publications of many state, city, and local governing boards (such as school districts).
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11. Any graphic or figure taken entirely from another source, including diagrams, charts, maps, cartoons, advertisements, or other artwork taken entirely from another source.

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16. Information obtained under circumstances in which privacy or anonymity is assumed or assured. This includes material from interviews, case histories, and vignettes about patients, clients, teachers, students, or other individuals.

Note: In the above cases, especially numbers 14 and 16, either obtain signed permission to publish from the party in question (be it an individual, company, academic institution, or other organization) or change the identity and circumstances so the party is unrecognizable. Also include a disclaimer such as the following: "Any similarity to actual people or companies is purely coincidental."

Sample References

Use the following format for preparing double-spaced references. Please refer to the *Chicago Manual of Style*, 16th edition, if you have questions on references or other stylistic matters that are not covered here.

Book (one author)

Abbott, F. C. 1995. *Government Policy and Higher Education*. Ithaca, NY: Cornell University Press.

Book (two or more authors)

Hammond, D. C., D. H. Hepworth, and V. G. Smith. 1994. *Improving Therapeutic Communication: A Guide for Developing Effective Techniques*. San Francisco: Jossey-Bass.

Edited book

Woody, R. H., and J. D. Woody, eds. 1972. *Clinical Assessment in Counseling and Psychotherapy*. New York: Appleton-Century-Crofts.

Chapter in an edited book

Riesman, D., and C. Jencks. 1996. "The Viability of the American College." In *The American College: A Psychological and Social Interpretation of Higher Learning*, edited by N. Sanford. New York: Wiley.

Journal article

Aussieker, B., and J. W. Garbarino. 1973. "Measuring Faculty Unionism: Quantity and Quality." *Industrial Relations* 12 (1): 117–24.

Publication with an ERIC ED number

Carter, D., and R. Wilson. 1993. *Eleventh Annual Report on the Status of Minorities in Higher Education*. Washington, DC: Office of Minority Concerns. (ED 363 250)

Newspaper article

Sievert, W. A. 1990. "Law Schools Talk Reform." *Chronicle of Higher Education*, January 13, 5.

Online periodical

Grant, G., and H. Gotham. 2000. "Adolescent Wellness: In the Eye of the Beholder." *American Journal of Public Health* 85:41–47. <http://www.ajph.org/adwell.pdf>.

Online document

Remland, G., and H. Schreir. 2001. "Emotional Intelligence." <http://www.crq.org/remschrier.pdf>.

Unauthored article

Newsweek. "Enrollments Up." September 5, 1989, 78.

Unpublished paper

Hodgkinson, H. L. 1990. "The Next Decade of Campus Governance." Paper presented at the Higher Education Executive Associates Conference, Philadelphia, November 6.

Unpublished report

Wright, G. E. 1994. "The Efficiency of Federal Subsidies to Medical Education." Health and Human Resources Policy Discussion Paper Series, no. A8. Ann Arbor: Health Policy Studies Group, School of Public Health, University of Michigan.

Unpublished dissertation

Darkenwald, G. G., Jr. 1988. "The Department Chairperson's Role in Relation to the Social Organization of Colleges and Universities." PhD dissertation, Department of Education, Columbia University.

Checklist

Please review your manuscript carefully before submitting the final draft to NML. Here is a checklist:

__Article abstract

__Article title

__Author name(s)

__Body of article

__Author identification

__References section (all cited in text; complete bibliographic info included for each)

__Tables, figures, and exhibits (if any; include titles and numbers, as well as appropriate source lines; refer to each in text by number)

__Originals of permission letters for quoted material, figures, tables, or exhibits as required