School of Management Working Paper Series

Working Papers

School Research Working Papers count as publications with an ISBN, and are a good means of promoting the research within the School to the rest of the world. Working Papers are good for quickly disseminating initial research, from a conference paper, and prior to submission to a research journal or as part of a research monograph. Submission of texts for publication should be sent to the Research Administrator (Vanessa Law) and as a rule papers should have been through a refereeing process already (such as a conference refereeing process). Where this is not the case, the Subject Group convenor ought to read the paper prior to submission to the Research Administrator.

Formatting articles for publication

The paper should be arranged in the following order: (i) title page, authors, abstract and keywords, (ii) main text, (iii) acknowledgements, (iv) references, (v) endnotes, (vi) tables, (vii) figures.

Title page
Please supply on a single sheet
- The article title.
- Author details - Please supply the following:
  (a) the corresponding author's institutional affiliation, postal address, and e-mail address.
  (b) For other authors please supply institutional affiliation.
- Abstract and keywords – You should provide:
  (a) A single spaced abstract of 100 to 150 words that summarises the article's main points.
  (b) up to six keywords, which should be suitable for indexing and on-line search purposes.

Main text
- The main text should begin on a new page.
- Set all margins at 3 cm.
- Use Times New Roman font set at regular size 12.
- Consecutively number all pages in the bottom right-hand corner.
- Single space all paragraphs except for the first line of the first paragraph within each section.
- Do not leave any extra lines between paragraphs.
- Appendices should be placed at the end of the article, before the references.

Headings
- Capitalise in bold all main headings. Start the paragraph on the next line, with no tab.
- Secondary headings should be in bold, using title case. Start the following paragraph on the next line, with no tab.
- Third level headings should be in bold, italicised and in sentence case. Start the following paragraph on the next line, with no tab.

Style
- Quotations in the text should be denoted using "…". For longer quotations, please present the quote as a separate single-spaced, single indented paragraph, using "…".
- Define abbreviations on first mention – use the word(s) in full, followed by abbreviation in parentheses e.g. National Health Service (NHS); thereafter use the abbreviation.
- Italicise all non-English words.

References
- Citations in the text should appear in the following form:
  either it has been argued (Morgan, 2000) that…
  or Morgan (2000) argues that…
  If referring to a specific page or section, this should appear in the following form:
  (Morgan, 2000:121) or (Rowntree, 1902: 27-30).

- Please ensure that
  (a) all works cited in the paper appear in full in the list of references at the end of the paper.
  (b) the list of references does not include any works that are not directly cited or acknowledged as sources.

- References should be listed in alphabetical order. Where the references contain works by the same author(s) in different years, place these works in date order, starting with the oldest.

- The following style should be adopted:

journal articles:
> Salais, R. and Storper, M. (1992). The four 'worlds' of contemporary industry. *Cambridge Journal of Economics*, **16**, 169-193.

books:
> Hayek, F. (1960). *The Constitution of Liberty*. Routledge and Kegan Paul, London.

chapters in edited books:

Gherardi, S. and Nicolini, D. (2001). The social foundations of organisational learning. In: Dierkes, M., Berthoin Antal, A., Child, J., and Nonaka, I. (Eds.), *Handbook of Organisational Learning and Knowledge*. Oxford University Press, Oxford, pp.35-60.

Use letters (e.g. Morgan 2000a, Morgan 2000b) to distinguish between works by the same author(s) in the same year.

Notes
- Please keep the use of notes to a minimum.
- Use endnotes, indicated by superscript arabic numerals placed in the text and with the full set of notes placed at the end of the text.

Tables, figures, diagrams etc
- All tables, figures and diagrams should be sequentially numbered with captions and must include full notes and sources as appropriate.
- Number all tables using consecutive roman numerals (i.e. I, II, III…).
- Number all illustrations (e.g. figures and diagrams) using consecutive arabic numerals (i.e. Figure 1, Figure 2).
- Single space tables and avoid using vertical lines.
- All illustrations should be of high standard to allow direct reproduction. All figures should be in black and white.
- Place all tables, figures and diagrams at the end of your text, with each one on a separate page. Please indicate in the text the approximate positioning for each table or figures (e.g. "insert table I about here").