

## FORMATTING

*File format:* MS Word. No PDFs please.

*Font:* Times New Roman, 12 point type.

*Text:* Double-spaced, left justified, with 1-inch margins on all sides, page numbers at the bottom center, and no header/footer.

*Page maximum:* 50 pages, properly formatted and inclusive of title, abstract, keywords, text, appendices, tables, figures, footnotes, and references.

## ORDER OF INCLUSION

For initial submissions, two files have to be uploaded:

### **FILE 1: Title Page and Author Information**

**First page:** Title of paper, name, and affiliation of author(s), each author(s)'s *complete* contact information (complete postal address, phone number, fax number, and email address). *Manuscripts received without complete contact information for each author will be desk rejected.*

**Second page:** A brief biography for each author limited to *only* the following information: name, highest degree held and awarding school, current title or position, current organization or institution, and email address. Example: William L. Cron (Ph.D., Indiana University), Professor of Marketing, M.J. Neeley School of Business, Texas Christian University, [b.cron@tcu.edu](mailto:b.cron@tcu.edu).

Do not include information on prior publications, courses taught, organizations consulted etc. (i.e. limit information to only the above). The email address of each author *must* be included.

If you have any acknowledgments, please place these on the second page under the brief author biographies.

### **FILE 2: Main Document (Important: No author identification should appear in this file.)**

**First page:** Title of paper without names of the author(s) and a brief abstract of no more than 200 words summarizing the article. Be sure the abstract walks the reader through major aspects of the article. Below the abstract, provide 4-6 keywords central to the manuscript. Begin page numbering on this page, placing the numbers at the bottom center. This page will be page 1.

**Starting with page 2:** Each new element should begin a new page: main text (body of text), appendices (if applicable), tables, figures, footnotes (if applicable), references.

Footnotes should be avoided. In an extraordinary case in which a footnote is needed, number it in the body of the text and place the note text just before the references.

The title of the paper should *not* appear again at the top of the second page. First-level headings (major headings) are to be centered; second-level headings are to be flush left; third-level headings are to be indented, followed by a period and the related copy beginning immediately thereafter. Headings should be in boldface type, in upper/lower case.

*Do not* begin with the heading “Introduction.” Of course, the first several paragraphs will be your introduction, but do not label it as such.

Manuscripts should not exceed 50 pages including all text, appendices, tables, figures, footnotes, and references. Use standard 8 ½ x 11 size pages.

Throughout the manuscript, use only one space after punctuation – not two. This includes after periods, colons, question marks, and other types of punctuation.

### **Appendices**

Technical appendices may be used to include mathematical or highly technical material that supports the main text but is not critical to the reader’s interpretation of the text. Label these appendices “Appendix 1,” “Appendix 2” etc. They must be referred to in the text of the article, but are not to be designated for placement (unlike tables and figures – see below).

### **Tables and figures**

Each table or figure should be placed on a separate page and numbered consecutively beginning with Table 1 and Figure 1. A table or figure should not be included unless it is referenced in the text of the article. In the paper, tables come first followed by figures. Placement in the text should be indicated as follows:

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Place Table 2 about here  
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Review a recent copy of *JPSSM* to see how to set up the format and titles for your tables and figures. Table or figure number and title should be typed in one line. Example:

Table 2.      Job involvement items

Footnotes in tables and figures should be designated by superscript numbers that correspond to notes at the bottom of the table or figure (outside the box or line).

### **References**

References within the text should include the author(s)'s last name(s) and year of publication with no comma immediately preceding the date, enclosed in parentheses. Example: (Brown and Peterson 1993). If practical, place the citation just before a punctuation mark, preferably at the end of a sentence. If the author(s)'s name(s) are used within the text sentence, place the year of publication in parentheses. Example: "The results reported by Brown and Peterson (1993) provide evidence of..." If a particular page or section is cited, it should be placed within parentheses. Example: (Brown and Peterson 1993, 73) or Brown and Peterson (1993, 73) depending on the context. For multiple authorship articles use up to three names in the citation. Example: (Goetz, Hoelter, and Krafft 2014) or Goetz, Hoelter, and Krafft (2014) depending on the context. With four or more authors, use the first author's name and et al. Example: (Cravens et al. 1993) or Cravens et al. (1993), depending on the context.

A listing of references in alphabetical order should appear at the end of the manuscript (starting on a separate page), listed by the first author (last name/first name/middle initial), all other authors (first name/middle initial/last name), and then year of publication. *Complete names* of each author are to be cited. Do not use initials-only unless that author typically writes under initials-only. Example: list Cravens, David W. *not* Cravens, D. W. Articles by the same author(s) with the same publication year should be distinguished by a lower-case letter after the date. Example: 1992a and 1992b. Generally, within a series of articles by the same first author you will list any single-author papers first (ascending date order), followed by any two-author papers (also in ascending date order), then papers by three authors, four authors, etc. Examples:

Mayer, John D., and Peter Salovey. 1997. "What Is Emotional Intelligence?" In *Emotional Development and Emotional Intelligence: Educational Implications*, edited by Peter Salovey and David Sluyter, 3-34. New York: BasicBooks.

Mayer, John D., Peter Salovey, and David R. Caruso. 2000. "Models of Emotional Intelligence." In *Handbook of Intelligence*, edited by Robert J. Sternberg, 392-420. Cambridge: Cambridge University Press.

Mayer, John D., Peter Salovey, and David R. Caruso. 2004. "Emotional Intelligence: Theory, Findings, and Implications." *Psychological Inquiry* 15 (3): 197-215. doi:10.1207/s15327965pli1503\_02.

Zurcher, Louis A. 1983. *Social Roles, Conformity, Conflict and Creativity*. Beverly Hills: Sage.

### **SPECIAL REQUIREMENTS: METHODS**

For empirical articles authors must systematically document information about the sample(s) utilized, as well as the relationships among variables. With regard to the sample(s), complete information should be provided (concisely in the text or a table) about the sampling procedure (type, selection method), method of contact, sponsorship (if applicable), incentives provided to participants, number in the sampling frame, response rate, industries from which

the sample was drawn, company characteristics, geographic scope of the sampling frame, major activities / job responsibilities represented, as well as respondent characteristics including age, gender, length of service, experience level, and any other relevant characteristics. It is expected that means, standard deviations, inter-correlations, and reliability / validity indices will be provided for measures in the study. Generally, all scale items not drawn from previously published literature should appear in a table or in an appendix (depending on how extensive the list is).

## **REVIEW PROCEDURE**

Manuscripts are reviewed independently by members of the *JPSSM* Editorial Review Board and by ad hoc reviewers chosen by the Editor. Typically, three reviewers assess each manuscript. The evaluations and recommendations of the reviewers guide the Editor in his decision. The reviewers are double blind – neither the authors nor reviewers know the identity of the other.

It is the policy of *JPSSM* that manuscripts submitted for review must not have been published or be under consideration for publication elsewhere. Manuscripts that are substantially similar in content to articles already published or accepted for publication in *JPSSM* or elsewhere are ineligible for publication in *JPSSM*. It is the responsibility of the author(s) to abide by these provisions when submitting a manuscript to *JPSSM* for review.

*JPSSM* strives for a review process that is thorough and constructive, so that regardless of the ultimate decision about publication in *JPSSM* the author(s) can benefit from the feedback obtained on their work.

It is possible for a manuscript submitted to *JPSSM* to be desk rejected by the Editor. Although several reasons might precipitate this action, common reasons are: (1) the topic or type of submission does not fit the editorial positioning of *JPSSM*, or (2) the manuscript is not submitted according to the guidelines provided in this document.

## **SUBMITTING REVISED MANUSCRIPTS AND ACCEPTED MANUSCRIPTS**

It is the responsibility of the author(s) to complete invited manuscript revisions in a timely manner. The procedure for submitting revised manuscripts is posted on the *JPSSM* website <http://jpssm.org>.

Accepted manuscripts are forwarded to Routledge's production system CATS for professional editing and typesetting. The proofs of the manuscript will then be sent to the author(s) for final corrections. Once the proofs are accepted, the paper will be readily accessible at Routledge's homepage [www.tandfonline.com/rpss](http://www.tandfonline.com/rpss) and will be published in one of the next paperback issues of *JPSSM*.

## **CALL FOR AD HOC REVIEWERS**

Individuals interested in serving as an ad hoc reviewer for *JPSSM* should contact the Editor at [jpssm@wiwi.uni-muenster.de](mailto:jpssm@wiwi.uni-muenster.de).