

JOURNAL OF STRATEGY AND PERFORMANCE MANAGEMENT

Short Guidelines for Authors

This document provides quick guidelines for authors submitting their manuscripts to the journal. Please refer to the journal web page (www.jspm.firstpromethean.com) for detailed guidelines and common information about the journal including deadlines for submissions against call for papers. Save special issues, JSPM accepts manuscript submissions at all times.

Language

Papers in English are acceptable (UK and USA are both acceptable, but not a mix of these).

Acceptable Formats

- Initial manuscript submission: MS Word (.doc, .docx), Open Office (.odt).
- Accepted papers: PDF, LaTeX.

Fonts, Font Sizes and Formatting

- Acceptable Fonts: Courier, Arial, Times New Roman or Symbol in Black color.
- Acceptable Font Sizes:
 - Title: 14 Points, Bold.
 - Authors' Names & Affiliations: 11 Points.
 - Section Headings: 12 Points, Bold.
 - Abstract: 10 Points, Italic.
 - Keywords: 10 Points, Bold, Italic.
 - Text: 11 Points.
 - Sub-Section Headings: 11 Points, Bold.
 - Figures and Tables Titles: 11 Points, Bold.
- Equations: Do not use symbols within word editors. Instead use specialist programs such as MathType.
- Spacing: Leave 1" space on all sides.

Referencing Style Only APA style of referencing is acceptable. Examples:

- Journal Articles: Oguisso, T. (1999). Professional nursing in Brazil. *International Nursing Review*, 43, 81-94.
- Books: Miles, M.B. and Huberman, A.M. (1994), *Qualitative Data Analysis: An Expanded Source-book*, Sage Publications, London.
- Dissertations: Crow, G. K. (1988). *Toward a theory of therapeutic syncretism: The Southeast Asian experience: A study of the Cambodians' use of traditional and cosmopolitan health systems.* (Doctoral dissertation, University of Utah, 1988).

Figures

Wherever possible, use native tools in word editors to create figures and supply 'as is' in native format. If it is essential to supply in rastered formats, prefer .JPG and please use a minimum resolution of 1000 dpi. Number figures as they appear in the manuscript.

Tables

Number tables consecutively as they appear in the manuscript. Information in tables should not be a repeat of anything already mentioned in manuscript.

Length of Paper

Submitted papers are to be between 6000 and 8000 words. Authors may claim exceptions if required.

Corresponding Author & Sources of Funding

Corresponding author and sources of funding or research (if any) must be identified within the manuscript with a footnote. E-mail and postal address of the corresponding author is to be given in the footnote.

Copy Rights

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Originality, Plagiarism and Non-published work

Submission of paper for publications in this journal implies an express understanding and agreement by the author that:

- The submitted paper is his/her own original work.
- The submitted paper does not contain plagiarism and is below 15% in similarity index.
- The submitted paper has not been published elsewhere previously and is not under consideration/review for publication at any other place.

Authors may forward any other questions related to their manuscript submissions to submissions.jspm@firstpromethean.com.