

# Style Guide for Authors

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## Document file

Submit the paper as an attachment to an e-mail message. The paper must be MS Word 2010 format.

The paper should use Times New Roman 12pt font throughout (except tables and figures which should use Times New Roman 10pt font). Justify and double line-space all material, including footnotes, references, appendices, tables, and figures.

## Title Page, Abstract and Page Numbering

The first page of the paper is the title page and should be numbered '1'. It should include the title of the paper (centred, bold and caps), followed by a line-space, followed by the authors' name(s) and their position, affiliation and location (centre, non-bold, initial caps only), followed by a line-space, followed by phone/fax/email contact details (centre, non-bold, initial caps only).

For Example:

### **NEW ZEALAND CASE ON ORGANISATIONAL BEHAVIOUR**

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An abstract of 100 words or less and the title of the paper should appear on page 2.

Page numbers should appear on the bottom right of all pages. The body of the paper begins on page 3, unless a table of content is included, in which case this will be page 3 and the paper will start on page 4.

Page numbering should continue through all pages. The papers will be published electronically with page numbering included.

## **Acknowledgments**

An unnumbered footnote can be used to acknowledge financial support and the assistance of others in the reported research. The text for this footnote should appear at the bottom of page 1.

## **Keywords**

Each paper should contain a maximum of eight keywords which clearly encapsulate the content of the paper. Keywords should be placed directly after the abstract on page 2.

## **Headings**

### *Main headings*

These should be used to designate the major sections of a paper and should be left justified on the page, bold font, and typed in all capitals. For example:

### **METHODS**

### *Secondary headings*

These should be left justified on the page, bold font, and in lower case with only major words beginning with capitals. For example:

### **Data Collection and Analysis**

### *Third-order or paragraph headings*

These should begin with a standard paragraph indentation, italicised, and be typed in small letters with only the initial word capitalised, and followed by a period. The text should follow on the same line. For example:

*Manager sample.* Respondents consisted of a random sample of 300 managers from...

There should be one line space between a heading (or sub-heading) and the text that follows. Two line spaces should be created before a heading/sub-heading (apart from the first heading that commences the body of the report on page 3).

## Tables and Figures

The use of tables and figures should be considered carefully, and used only when they contribute substantially to the paper. Each table should have the word TABLE (typed in all caps) and its number (Arabic numerals) centred at the top. The table's title should be in capital and small letters and centred on the page directly under the table number. For example:

TABLE 1  
Results of Regression Analysis

Number tables consecutively from the beginning to the end of the paper. Indicate each table's position in the text as follows:

Insert TABLE 2 about here

Statistics should have only two decimal places. If it is necessary to distinguish some numerals in a table, boldface type can be used.

Figures are illustrations and should be scanned. The spacing and lettering used in figures should allow for the possibility that they will be reduced in size by as much as 50 per cent so that they will fit the size of the web page. Figures should be numbered and titled like tables (see above). Indicate each figure's position in the article in the same way as each table's position

## Referencing

The Asia Pacific Journal of Business and Management requires that the Harvard System of referencing be used. The following guidelines provide an outline of this referencing system. NB. For a more comprehensive guide to the Harvard System of referencing go to:

<http://www.usq.edu.au/library/help/referencing/harvard.htm>

### Footnotes

Footnotes should be used sparingly and should not be used for citing references.

### Citations

Citations should be made in the text by enclosing the cited authors' names and the year of the work cited in parentheses. For example:

Several studies (Liesch 1994; Mattsson & Millett 1995, 1997; Wiesner 1998a, 1998b) support this conclusion.

Citations to the source of a direct quotation must give a page number or numbers; these follow the date of publication and are separated from it by a comma. Page numbers should also be cited when specific arguments or findings of authors are paraphrased or summarised. For example:

Liesch has said that writing a book is 'a long and arduous task' (1994, p. 3).

If a work has two authors, give both names every time the work is cited in the text. If a work has more than two authors, give all authors the first time it is cited. In subsequent citations, include the name of the first author, followed by "et al." and the year. For example:

Few field studies use random assignment (McDonald, Smith & Erwee 1996) (first citation)

...even when random assignment is not possible (McDonald et al. 1996, p. 23) (subsequent citation)

Lengthy quotations (more than 30 words) are given separate paragraphs which are indented from the left margin, without the use of quotation marks. Citations are as above.

## Reference List

An alphabetically ordered list of the references should be included at the end of an article. References should begin on a separate page headed LIST OF REFERENCES or BIBLIOGRAPHY.

Several references by an identical author (or group of authors) are ordered by year of publication, with the earliest listed first. If the year of publication is also the same, differentiate references by adding small letters ('a', 'b', etc.) after the year (NB. In such cases the use of small letters should also be included in the relevant citation in the body of the text).

### *Book entries*

Book entries follow this form: authors' or editors' last names, initials year, title of book (book titles are *italicised* and the first letter of the first word and any word following a colon is a capital letter), name of publisher, city where published, state or country. For example:

Australian Bureau of Statistics 1997, *Employment and earnings*, Australian Government Publishing Service, Canberra, ACT.

Bass, BM & Avolio, BJ (eds.) 1994, *Improving organisational effectiveness through transformational leadership*, Sage, Thousand Oaks, CA.

Parry, KW 1996, *Transformational leadership: Developing an enterprising management culture*. Melbourne, Australia: Pitman Publishing.

#### *Chapters in book entries*

Chapters in books follow this form: authors' last names, initials, year, title of chapter (in lower case letters except for the first letter of the first word and the first letter of a word after a colon), in editors' initials and last names (eds.), title of book, name of publisher, city where published, state or country, page numbers. For example:

Avolio, BJ 1996, 'What's all the karping about down under? Transforming Australia's leadership systems for the 21st century', in KW Parry (ed.), *Leadership research and practice: Emerging themes and new challenges*, Pitman Publishing, South Melbourne, Australia, pp. 3-15.

Smith, DG 1998, 'An occupational safety perspective', in KW Parry & DG Smith (eds.), *Human resource management: Contemporary challenges and future directions*, USQ Press, Toowoomba, Queensland, pp. 35-48.

#### *Periodical/Journal entries*

Periodical/Journal entries follow this form: authors' last names, initials, year, 'title of article or paper' (caps first letter of first word and following colon only), name of periodical (caps first letter of all substantive words, *italicised*), volume number (issue number), page numbers. For example:

Browning, LD, Beyer, JM & Shetler, JC 1995, 'Building cooperation in a competitive industry: Sematech and the semiconductor industry', *Academy of Management Journal*, vol. 38, no. 1, pp. 113-51.

Scott, RD 1994, 'The reform role of chief executives: Accountability, leadership and licence', *Australian Journal of Public Administration*, vol. 53, no. 4, pp. 443-452.

If a periodical article has no author, treat the name of the periodical like a corporate author, in both citations and references. For example:

There is fear that unemployment may rise (Canberra Times 1998).

*Canberra Times* 1998, 'Unemployment may rise', February 12, 14.

#### *Unpublished papers, dissertations, and presented papers*

Unpublished papers, dissertations, and presented papers should be listed in the references using the following formats:

Adamson, LM 1994, 'Management Theory and Leadership Style Applied to Occupational Therapy Management Practice', Masters Dissertation, University of Sydney, Sydney, NSW.

Ashkanasy, NM & O'Connor, C 1994, 'Value Differences as a Barrier in Leader-Member Exchange: A Multidimensional Scaling Analysis', paper presented at the Annual Meeting of the Academy of Management, Dallas, Texas.

## **Biographical sketches**

At the time your article is accepted for publication, please submit a brief biographical sketch of 50 words indicating present position and affiliation, and current research interests. For example:

Raylene Brown is Assistant Professor of Management and the Director of the Management Improvement Centre at Sandstone University. Her current research interests include cross-cultural motivation theory and socio-technical systems in organisations.

## **General Usage**

Authors should avoid sexist and other biased language. Authors should avoid terms or usages that are denigrating to ethnic or other groups or may be interpreted as such. The use of 'he' as a generic pronoun ('a manager...he'), can imply gender-based discrimination. Using plural pronouns - changing the 'client...he' to 'clients...they' is preferred.