



## **Editorial Policy**

Acta Commercii is a journal that seeks to promote research within the ambit of management and related disciplines. As such, the Journal endeavors to serve as a platform for refreshingly new and invigorating approaches to, and findings of, research relating to management and associated disciplines.

Manuscripts of high academic and scientific standard are welcome in both English and Afrikaans. However, no article or contribution will be accepted that has been submitted elsewhere, or which is under review by another potential publisher (unless, in the last instance this is by invitation or agreed upon by the Editorial Board). Articles and contributions published in Acta Commercii become the copyright of Acta Commercii, unless otherwise agreed.

Authors are discouraged from using Acta Commercii as a vehicle for marketing or promoting any specific product or service.

Submissions grounded in Positivist, Interpretive and Phenomenological traditions are encouraged; but submissions grounded in any of the Critical Theory perspectives will not be considered. Therefore, both quantitatively and qualitatively focused submissions are encouraged that align to the following:

- Empirically focused submissions that employ an acceptable research design and methodology.
- Conceptual submissions that engages theory exhaustively and provides meta-scientific commentary on the subject matter engaged.
- Provision will also be made for "Project papers". This will be deserving work-in-progress and the aim is to encourage feedback to and debate with the author(s) of these papers. These "Project papers" will not be subject to peer review – and thus will not qualify for DoE subsidy as published articles – but will be included from time to time at the discretion of the Executive Editor.

Acceptance and publication of material does not imply that these are the views and opinions of the editorial Board.

Acta Commercii is an electronic journal that publishes on a continuous basis as articles are accepted. A minimum of ten (10) articles will be published per year edition. Furthermore, no preference is given to particular academic institutions or author affiliations as far as publishing is concerned.

## GUIDELINES FOR AUTHORS

Please note the following:

- Each paper should include a title page clearly indicating the title of the paper, author/s name/s and title/s (e.g. Mr, Ms, Dr, Professor); institutional affiliation/s; email address, and telephone number of the author to whom all correspondence should be addressed.
- The first page of the paper should indicate the title but no reference to the author. It must also contain a synopsis (instead of an abstract). The synopsis should not exceed 400 words and must be structured according to the following - or similar - headings:
  - Purpose and/or objectives
  - Problem investigated
  - Design and/or methodology and/or approach
  - Findings and/or implications
  - Originality and/or value of the research
  - Conclusion
  - Key words*
- The rest of the paper should rhyme with the following outline:
  - Introduction and a theoretical background (preliminary observations)
  - Purpose/problem statement and/or objectives
  - Methodology (the way the study was designed and carried out)
  - Analysis and interpretation of findings (most likely not applicable for a literature research)
  - Generalisations from the study focusing on theoretical, practical and policy implications and developments, including recommendations if possible
  - Summary and conclusions
- All papers should be prepared in Microsoft Word, Arial 10 and single line spacing, with the following specifications:
  - No numbering of headings and sub-headings. Instead headings in Arial 12 bold uppercase; subheadings in Arial 12 bold lower title case.
  - Columns and margins: use single column, one inch margins (1") all-round: top, bottom, left, and right.
  - Length: Preferably not longer than 10 single-spaced pages, including the title, tables, figures, appendices, references, and other illustrative material
  - Tables/figures/graphs: to be typed as close as possible to the location where they are cited.
  - Equations: all equations to be placed on separate lines and numbered consecutively, with the equation numbers placed in parentheses (brackets) and aligned against the left margin.

- Titles of organisations etc. should be written out first in full and thereafter in acronyms.
- Citations according to the Harvard referencing method
- References (in alphabetical order).

### PAGE FEES

Page fees of ZAR125 x number of pages must be paid before publication. For a pro-forma invoice please contact the Editor at [ggoldman@uj.ac.za](mailto:ggoldman@uj.ac.za)

### SUBMISSIONS

Manuscripts as Email attachments must be submitted to the Managing Editor at [ggoldman@uj.ac.za](mailto:ggoldman@uj.ac.za)

### REVIEW PROCESS

The review process goes through the following steps:

1. Acknowledgement of receipt of paper.
2. Preliminary review by the Editorial Board of *Acta Commercii*.
3. Feedback to author/s and recommendations for improvement if necessary.
4. Resubmission by author/s with corrections.
5. Evaluation of paper by the Editorial Board of *Acta Commercii*.
6. Submission to reviewers for double blind reviews.
7. Feedback to author/s on comments and corrections if necessary
8. Resubmission by author/s.
9. Final evaluation and editing by Editorial Board of *Acta Commercii*.
10. Publication.

Please note: The review process is part of quality control and assurance. Depending on the availability of editorial staff and reviewers the process can take up to three months to complete. Delays in responses from the author/s can prolong this process further. The cooperation of all parties involved is thus of paramount importance.