

South African Journal of Business Management

Instructions to Authors

Editorial policy: *The South African Journal of Business Management* publishes articles that have real significance for management practice. Original theory and unique application plus readability and good writing style are important for publication. No articles which have been published elsewhere or are under consideration elsewhere will be considered.

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Contributions may be written in English (to facilitate accessibility internationally) or in another official language.

The content of the Journal falls into two categories:

Managerial theory is devoted to the reporting of new methodological developments, whether analytical or philosophical. In general, papers are considered most appropriate if, in addition to developing new theory, some discussion of **applications**, either historical or potential, is included. Both state-of-the-art surveys and papers discussing new developments are appropriate in this category. The orientation is to developments of the theory of management.

Management practice is concerned with the methodology involved in applying scientific knowledge. It is orientated towards practice. Attention is focussed on the problems of developing and converting management theory to practice, bearing in mind behavioural and economic realities. Papers should reflect the mutuality of interest of managers and management scientists in the total exercise of the management function. Appropriate papers may include: examples of implementations that generalize experience rather than specific incidents and facts and principles of model development and adaption that underlie successful application of particular facets of management theory. The relevance of the paper to the professional manager should be elicited as far as possible.

Correspondence from readers is encouraged on all matters pertinent to management and the Association's affairs and on previous publications in the Journal.

Lay-out of manuscripts: Articles should be submitted on computer diskette. The following particulars must appear on the diskette: author's surname; name of computer program used (e.g. Word 2000); and file name (e.g. LIB280.DOC). With the diskette three paper copies and three copies of all figures (the originals plus two copies) should be submitted to the Editor. Use A4-size paper, 1.5 spacing and margins of 30mm for the paper copies of the manuscript. The first page must contain the title with the name and complete address of the author to whom correspondence is to be sent. The title, which should be concise but sufficiently informative for information retrieval purposes, should also appear on the second page without the names of the authors. Articles should not exceed 20 pages.

The text of the manuscript must be preceded by an abstract in English of about 200 words. Papers in another official language must carry an extended English summary to facilitate information retrieval by international abstracting agencies. The extended abstract must consist of some 1000 words.

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Tables must be numbered consecutively in Arabic numerals (Table) and should bear a short yet adequate descriptive title. Footnotes to tables must be designated by lower-case letters appearing as superscript to the appropriate entries. Tables must be presented on separate sheets, grouped together at the end of the manuscript. Their appropriate positions in the text must be indicated.

Mathematical notations should be selected so as to simplify the typesetting process. Authors should attempt to make mathematical expressions in the body of the text as simple as possible. Greek letters and unusual symbols (if handwritten) must be labelled when they first appear in

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Bayliss, W.M. & Glass, B. 1991. *Principles of general psychology*. 4th Edition. London: Longmans.

References from chapters in a book. Tonne, E. 1980. Helping the poor. In Schoon, A. (Ed.). *Poverty in the 3rd World*. Harare: Omega Books.

References from journals. After the year of publication, follows the title of the article, *title of the journal*, volume, number, page(s).

Langmuir, I. 1956. 'Isomorphism, isoterism and covalence', *Journal of Business*, 23(3): 46-7.

References from the Internet. Hollard, P.J. 1999. *Food consumption and production*. [online] URL:<http://www/wri.org/critcons/food.pdf>.

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