1 SCOPE OF THE PUBLICATION

This Journal is an independent scientific publication for peer-reviewed contributions (nationally and internationally) to the interdisciplinary field of management theory, its application and practice in business and non-commercial organisations.

2 COMMUNICATION

All communication, including article submissions, should be directed at info.jcman@gmail.com.

3 ADMINISTRATION FEE

Effective as of 1 January 2012, an administration fee of R250.00 per article accepted for publication is payable to the Journal of Contemporary Management before publication of the article.

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4 EDITORIAL POLICY

4.1 No articles that have been published elsewhere or are under consideration elsewhere will be considered for publication in this Journal.

4.2 It is the exclusive responsibility of the author(s) submitting an article to this Journal to ensure that the accustomed acknowledgement of authors’ rights is adhered to and/or copyright of material used
rests in the contributing author(s). The editor, editorial committee, and reviewers of this Journal cannot accept responsibility for the infringement of author’s rights and copyright. Copyright on published articles in this Journal is vested in the editorial committee of this Journal.

4.3 All opinions expressed in articles appearing in this Journal are those of the authors, and are not necessarily subscribed to by the editorial committee of this Journal.

4.4 All articles submitted for publication will be double-blind peer reviewed by at least two people. However, the editorial committee reserves the right to make the final decision with respect to publication.

4.5 All articles submitted for publication must be prepared in either Word 2003 or Word 2007 with the template instructions provided on the Journal website. The editorial committee maintains the right to return articles not prepared in the prescribed template for rework before the article is send out for review.

4.6 Any author (whether main author or co-author) may publish a maximum of two articles within this Journal per calendar year.

4.7 Submission of an article for possible publication implies that the author(s) subscribe(s) to the editorial policy.

5 REVIEW METHOD

The review method is a double-blind peer review, with written recommendation.

5.1 REVIEW THEMES

The main points that will be considered in the review process are:

- Purpose of article Are the title and the purpose of the article clear? Does the abstract cover the essence of the article?
- Relevance and significance How relevant is the article in the current theory, application or practice? Would readers benefit from reading it?
- Originality and complexity How original is the topic covered in the article? Is there anything new? Does it only cover the basics or is there more to it?
- Underlying theory Is the terminology used well defined? Is the theoretical background sufficient? Is the material well integrated?
- Quality of arguments Are the arguments clear and consistent? Is the sequence of arguments and subsections logic?
- Scientific contribution Is there sufficient contribution to the knowledge base of the output?
- Presentation Is the quality of the article acceptable (lay-out, graphs, diagrams, legibility, etc.)? Are there any grammatical errors?
- References & bibliography Are there sufficient references in the article to reliable sources? Are the sources well-balanced, representative and recent? Please note that references to Wikipedia should be kept to a minimum.
5.2 Specific Review Guidance

For specific guidance, prospective authors can follow these guidelines:

− The article must address contemporary management.
− The article should not be published elsewhere.
− The article should be proofread and language edited.
− The article should be written in British English (e.g. organisation and not organization).
− The abstract must be between 100 and 200 words.
− The text (excluding reference list) must be between 4000 and 6000 words, **not exceeding 25 pages** as per the article submission instructions supplied on the Journal website.
− Only high quality figures and tables should be used.
− All figures should be embedded in the article, and be of type JPG.
− The reference list should adhere to the guidelines as set out in Section 7 of this document.
− References should be recent (current and previous two calendar years) and complete, with a balance between books, journals and the internet.

5.3 Review Outcome

Once all the reviews from the respective reviewers are collected, an average overall rating will be calculated and communicated to the corresponding author. The rating scores are classified as follows:

− **Accept** - Good paper of relevance and quality.
− **Accept with minor modification** - Good work of interest to the community. A few minor adjustments must be made.
− **Accept with major modification** - Article has potential but needs attention and possible restructuring or rework. Article could be improved based on comments.
− **Reject** - Article is not of sufficient quality and/or not well researched and/or written.

The editorial committee retain the right to make minor corrections to any article accepted for publication in the Journal.

6 Procedure for Articles Accepted for Publication

If an article is accepted, the editorial committee retains the right to make minor layout and editorial corrections to the article.

If an article is accepted with minor modification, the author(s) should return the updated article within four weeks of the date of acceptance notification.

If an article is accepted with major modification, the author(s) should return the updated article within six weeks of the date of acceptance notification.

If an article exceeds six months from date of acceptance notification without an updated version submitted to the editorial committee, it will have to undergo a second review cycle before publication can be finalised.
7 REFERENCES

An adapted Harvard method must be used, namely short identifying references in the text and a more comprehensive reference list at the end of the manuscript, detailing all the sources referred to in the text. All references in the text must be included in the reference list and vice versa.

Authors should take care to use works that are recent. Depending on the topic of the article, majority of the references should be from the current or previous calendar year, with fewer references to older works.

Authors should take care to present a balanced reference list, with works from all three categories illustrated below: books, journals and internet.

References in the text

Each reference to the work of someone else needs to be acknowledged. The surname(s) of the author(s), year of publication and page number(s) appear in parentheses (brackets) after the quotation. Depending on the number of authors of the work referred to, the following serve as examples: Coetzee 2009:123 (a single author); Coetzee & Makanya 2010:246 (two authors); Coetzee et al. 2010:357 (more than two authors are involved; in this case, all the authors are listed in the reference list).

The “page number” in these examples is replaced with the words “Internet” or “Interview” as appropriate, e.g. Sullivan 2009:Internet or Taylor 2011:Interview. When more than one reference is used to support a specific point, the references are sequenced alphabetically, e.g. Batty 2010:44; Coetzee 2010:123; Coetzee 2011:412; Coetzee & Makanya 2009:246; Coetzee et al. 2008:357, Donovan 2011:14.

In the case of more than one work by the same surname (Coetzee in the example) the references are sorted in date sequence. Also, the sequence is first the single author, then two authors and then more than two (et al.)

The use of Anon (for anonymous) should be avoided as far as possible: the references are used to give support for arguments by calling on an expert – and it is unlikely that an expert is “anonymous”.

The use of Wikipedia as reference should be kept to a minimum. If Wikipedia is used, it is the author’s responsibility to find other sources to verify the Wikipedia content (see http://en.wikipedia.org/wiki/Wikipedia:Citing_Wikipedia).

Reference list at the end of the text

All sources referred to in the text (and only those) must be included in the reference list. The purpose of this list is mainly to give credit for the work of others that influenced this article, and to identify these sources sufficiently to assist the reader (and other researchers) to access the same material.

The sources are sorted in sequence as discussed above. If more than one work is published by the same author(s) in a specific year, the works need to be distinguished by an a, b …, e.g. 2010a, 2010b, 2010c. The letter attached to the date of publication remains a part of the reference and is also used as such in the text, e.g. Brown 2010c:159.

The type of work referenced will influence the format of the reference list entry. The following serve as examples:
Books


Note: The guidelines about the author as discussed above are applicable to other types of publications. The author is printed in bold and in capitals.


Journals

AUTHOR A. Year. Title of article. Name of Journal, X(Y):Z, MM.

In the example, X refers to the volume number, Y refers to the issue number, Z refers to the pages of the article and MM the month or season of the publication, if this was appropriate.


Internet

AUTHOR A. Year. Title of contribution. [Internet: complete URL with the hyperlink removed; downloaded on date.]


8 QUALITY OF WORK

The Journal and its editorial committee strive to publish high quality contributions to serve academics, other researchers and practitioners. It is an express purpose of having the Journal accredited. Authors submitting articles for review in the Journal of Contemporary Management are therefore urged to adhere to all requirements and prescriptions.

These requirements and prescriptions are put in place to:

- maintain the Department of Education accredited status of the Journal, and
- shorten the turnaround time between article submission and publication.