

GUIDELINES FOR AUTHORS

The Society for Advancement of Management, publisher of *SAM Management In Practice (MIP)*, is an independent non-profit 501(c)(3) educational association established in 1912 by the followers of the father of scientific management, Frederick W. Taylor, and his associates. The *MIP* is subscribed to by various managers, academicians, and libraries in the U.S. and over 50 countries around the world. In addition, regular SAM members and students receive them as part of their membership benefits.

The *MIP* is a quarterly, refereed publication, with a practical nature especially designed for general managers who are concerned with knowing how to communicate with specialists without necessarily being specialists themselves. A financial management article, for example, would be relevant if it explains a concept in a way that allows general managers to better understand a problem and interact with financial management specialists. *MIP* tends to emphasize more practice oriented type articles.

MIP has advisory and editorial review boards. These boards include academicians and practitioners who review submitted articles to ensure that they are theoretically sound and also practical.

Authors should submit the article by e-mail using Microsoft Word format. Author identification, including complete mailing address, e-mail, and telephone numbers, should appear only on the cover page. Authors should not identify themselves elsewhere in the paper. The cover sheet needs to include the title of the article and complete listing of all co-authors and their affiliations in the order in which they should appear. The article itself should list the title but not the authors. A brief biographical sketch should also be included on a separate page (5-10 typewritten lines).

Manuscript articles are welcome on all aspects of management, including such areas as human resource management and organizational behavior, strategic management, international management, planning, ethics, productivity improvement, time management, health care management, non-profit management, sustainability, and computer use in managerial decisions. Priority will be given to new concepts, innovative ideas, and well-written articles that are easy for practicing managers to understand.

The typical *MIP* reader is familiar with basic business practices but is not necessarily an expert on any specific topic. The reader is interested in knowing what current terms mean, what new management concepts can do (including their limitations), how to apply them to a particular situation, and what questions should be asked of experts who implement them.

Since the *MIP* is distributed internationally, all abbreviations should be explained. Also, phrases such as "non U.S." or "international individual" should be used rather than "foreign."

Articles should be sufficiently developed in 15-20 typewritten pages, including a brief description of the research methodology. The manuscript should use double spacing, one-inch margins, and other format specifications outlined in the American Psychological Association (APA) manual.

Authors are required to provide graphs, diagrams, and illustrations in camera-ready form that is easy to read and reproduce. Authors are also responsible for obtaining copyright permissions, where needed, for reproducing graphs, charts, or using materials beyond brief reference with attribution. Author(s) of accepted articles are asked to complete a standard copyright form that includes the following statement: I (we) do hereby certify and I (we) am (are) the sole originator(s) of this ARTICLE and that it has not been, nor will be, published in another publication. SAM may use Turnitin software to check submitted articles.

In-text reference citations should be made when other studies are cited. It is appropriate to provide a few references to help the reader who is interested in knowing more about the subject matter; however, a long reference list should be avoided.

Acknowledgements are made to the corresponding author within two weeks from date of receipt of the submitted manuscript. If an acknowledgment is not received, e-mail the Editor to check the status. The review process takes approximately 8 to 12 weeks. Upon completing the review process, the *MIP* Editor notifies the corresponding author of the decision.

Authors of accepted articles are asked to e-mail a file containing the manuscript typed in Microsoft Word format. Authors will receive five complimentary copies of the *MIP* upon publication and be given, upon request, permission to copy their articles for their own use but not for resale.

Please provide your daytime telephone number and e-mail address to use in contacting you. Call the Editor if you have any questions or suggestions.

If you wish to serve on the Editorial Review Board, send a written request and a copy of your resume to the Editor. Selections will be made as soon as vacancies occur and will be based on the need to balance areas of expertise.

Manuscripts and correspondence regarding *MIP* publication, editorial, or copyright permissions should be addressed to:

Dr. Moustafa H. Abdelsamad
Dean, College of Business
Texas A&M University-Corpus Christi
6300 Ocean Drive, FC 111, Unit #5807
Corpus Christi, TX 78412-5807 USA

Phone: 361/ 825-6045
Fax: 361/ 825-2725

E-mail: sam@samnational.org
Web site: www.samnational.org

September 1, 2008