

AJM checklist for submitting authors

Dear Authors,

Thank you for considering the *Australian Journal of Management*.

Please review and comply with each of the following points to ensure that your paper is an appropriate form to be submitted to the *Australian Journal of Management*.

- Is your paper compatible with the journal's scope and aims? (Please refer to the journal homepage.)
- Have you consulted and adopted the Sage UK Style Guide? (This is available on the journal homepage.)
- Are all the author details correct, including an email address signalling your institutional affiliation? (The provision of private email accounts is discouraged.)
- Have you included a separate title page, including all the authors and their affiliations, for submission?
- Is your manuscript anonymous (i.e., free from any author or affiliation details)?
- Is your paper approximately 8,000 words long?
- Are the documents to be submitted in word format?
- Are all the sections and sub-sections of your paper numbered sequentially and appropriately entitled?
- Have you acknowledged your sources using the SAGE Harvard system of referencing? (Details are available on the journal homepage.)
- Have you included an abstract of no more than 100 words?
- Have you included relevant keywords?
- Have you included the appropriate JEL code for your paper?

- Are all tables and figures numbered and labelled, being positioned at the back of your paper? (Captions should appear above the tables and figures.)
- Are all tables and figures necessary and conveyed as concisely as possible?
- Are the contents of your tables aligned?
- Are all tables and figures of a high-quality resolution and legible, especially when reproduced in black and white?
- Are equations clear and legible?
- Have you provided a separate acknowledgment of funding?
- Have you used consistently a system of spelling (that is, US or UK English)?
- Have you indented and displayed lengthy quotes of 40 words or more?
- Have you proof read your paper closely, seeking professional assistance where necessary?
- Is your paper likely to be of interest to readers in the Australasian region? Does your paper engage in a regional as well as an international conversation?

Full submission guidelines:

<https://us.sagepub.com/en-us/nam/journal/australian-journal-management#Top>

Submission portal:

<https://mc.manuscriptcentral.com/ajm>

We wish you well with your submission.