

SOM WORKING PAPER SERIES

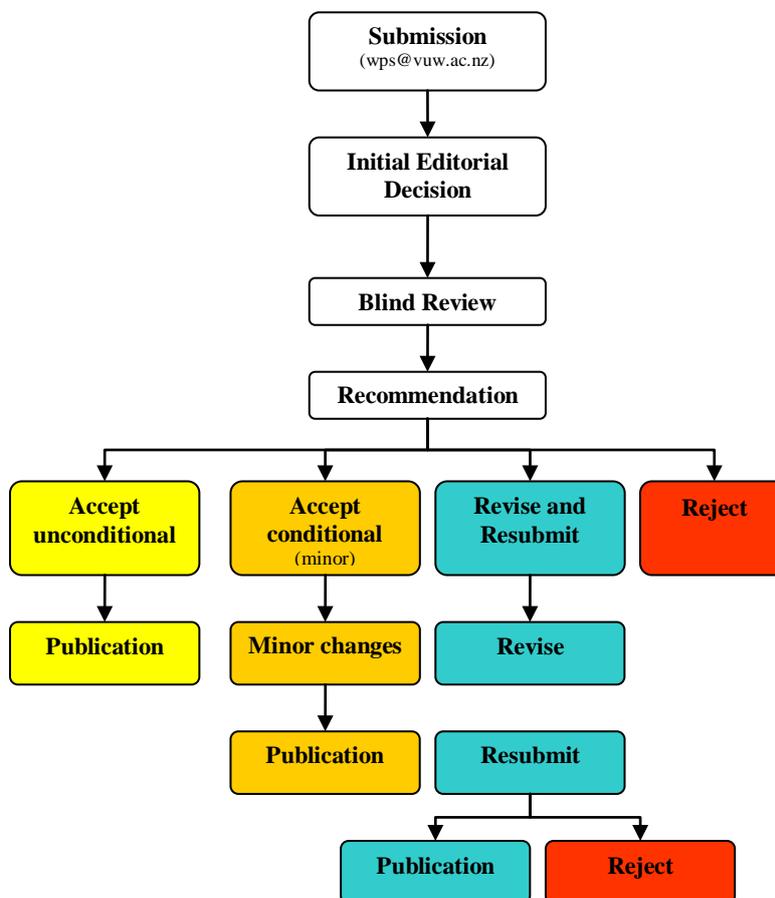
CALL FOR SUBMISSIONS

We wish to invite submissions from SoM staff and graduate students to the WPS working paper series. All submissions should be sent electronically to the WPS: wps@vuw.ac.nz. Submissions should be original in style and content (that is, not accepted and/or published elsewhere) and can be in the form of a research article, research note or research case. The recommended word lengths (including references) are as follows:

Submissions	Recommended word length
Research articles	5,000-8,000 words
Research notes	3,000-4,000 words
Research cases	2,000-5,000 words

* Word length includes Abstract and Reference

In cases involving mainly the reporting of qualitative data, longer versions may be accepted. Once submitted and subject to an initial review by the editor all manuscripts will be sent to an internal reviewer for blind review. As figure 1 indicates reviewers can recommend one of four courses of action: (a) accept “unconditional” (i.e., with no further changes required); (b) accept “conditional” (i.e., subject to making minor improvements to the paper but without needing to return it to reviewer); (c) revise and resubmit having addressed the concerns outlined in the reviewer’s report; or (d) reject.



MANUSCRIPT GUIDELINES

- All manuscripts should be double spaced on A4 size paper.
- To aid author confidentiality, the first page only of the submission should include the name of author(s) and organisational affiliation. This cover page should also state the manuscript word count.
- The second page of the paper should include title of the paper, an abstract (100-200 words), and four or five key words or phrases.
- Tables and figures should be on separate pages, and a note should be placed in the text to indicate their approximate position, e.g. Table X about here. All tables, figures, plates, etc., should be numbered separately: Tables 1, 2, 3, 4, etc. and Figures 1, 2, 3, 4, etc. Figures should be suitable for direct reproduction in black and white.
- Footnotes other than acknowledgements should be eliminated by incorporating them in the text or tables, based on the principle: 'If it's worth saying, say it in the text where it can be seen; if it's not worth saying, don't say it.'
- All sources should be referenced in-text and a full reference list should be included at the back of the submission. In alignment with the Faculty of Commerce and Administration preferred referencing style, referencing should follow APA style guidelines set out attached to email.