

NOTES FOR CONTRIBUTORS

1. Manuscripts should be a maximum of 5,000-6,000 words in length.
2. Contributors should provide an electronic copy (Microsoft word, font size 12). A hard copy is optional and helps with formatting.
3. Manuscripts should be presented in standard English, although the editor will accept local spelling variations. Please use a spell and grammar checker before submitting.
4. References are listed at the end of the text. All and only references made in the text should appear in the reference list.
5. References in the text should be cited in the Harvard style, i.e., name of author followed by date of publication in brackets. For example, Higgin & Bridger (1964).
6. References should appear in the following style:
 - For books: author(s) (family name followed by initials); date of publication in brackets; title of book in italics, place of publication followed by double colon and the name of the publisher.
Example:
Bion, W.R. (1961) *Experiences in Groups and other papers*. London: Tavistock Publications.
 - For journal articles: author(s) (family name followed by initials); date of publication in brackets; title of article in single quote marks; noted as 'in' name of journal in italics; journal volume and issue numbers; page numbers of article and the name of the publisher. Example:
Long, S. and Newton, J. (1997) 'Educating the Gut: socio-emotional aspects of the learning organization' in *The Journal of Management Development*, Vol. 16, No. 4. pp. 284-301. MCB University Press.
 - For chapters in edited volumes: author(s) (family name followed by initials); date of publication in brackets; title of chapter in single quote marks; noted as 'in' name of editor(s) with initials prior to family name(s); name of book in italics; place of publication; the name of the publisher and finally page numbers of the chapter. Example:
Miller, E.J. (1990) 'Experiential Learning in Groups 1. The development of the Leicester model' in E. Trist and H. Murray (eds.) *The Social Engagement of Social Science. Volume 1: the social-psychological perspective*. London: Free Association Books, pp. 165-185.
7. We will send out papers asking you for copyright within the journal.
8. Please don't use footnotes. If notes for the text are absolutely essential, then number each note in order in the text and provide **end notes** prior to the references.
9. Use single 'smart style' quotation marks, reserving double quotes for a quote within a quote.
10. Indent large quotations. Always indicate the source of the quote including the page number of the quote in its original source.
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13. Authors should provide a brief biographical note of no more than 150 words on a separate page.