

Guide for Authors

The *Asia Pacific Management Review* (APMR) is a double-blind peer-reviewed international journal founded in 1996. Each of four regular issues (March, June, September, and December) published each year contains high quality, original papers and/or short communications that contribute to the theory, methodology and/or practice of management. In addition to demonstrating their research rigor and relevance to the existing state of knowledge, papers published in APMR provide new ideas, new insights, new empirical results and/or new practical applications significant to the field of management.

APMR publishes scholarly papers and short communications in all aspects of management, including, but not restricted to, the following topic areas: accounting, customer relationship management, e-commerce/e-business, environment management, financial management, human resource management, information systems management, international business management, knowledge management, logistics and transportation management, marketing, operations research and quantitative methods, organization management, production and operations management, quality management, strategic management, supply chain management, and technology management. Manuscripts addressing research issues relevant to the Asia Pacific region are particularly welcome.

Online Manuscript Submission

As of January 1st 2008, APMR requests authors to submit their manuscripts online at <http://apmr.management.ncku.edu.tw/> to the Journal's editorial office in order to keep the review time as short as possible. Our online manuscript submission and review system allows authors to track the progress of the review process. Revised submissions should be accompanied with a revision note in response to reviewers' comments. All correspondences, including requests for revision and the Editor's final decision, take place via the Author's page and by e-mail only. Therefore, authors need to keep their contact information on the registration page up-to-date with the "Edit Your Profile" option. Authors who are unable to use the online submission system may email the manuscripts along with supporting documents to the Editorial Office at apmr@proj.ncku.edu.tw. The APMR office and editors do not hold responsibility for damage or loss of manuscripts submitted.

Submission of a manuscript to APMR implies that the manuscript has not been published, nor is being submitted, accepted, or under review elsewhere.

If you encounter any difficulty in submitting your manuscript online, please contact the APMR office by clicking on "Contact Us" from the tool bar.

Manuscript Preparation

Manuscripts submitted to APMR should be written in good English (either the American or British usage is acceptable, but not a mixture of both). Manuscripts should be prepared using MS Word in A4 size paper with 1" (2.5cm) margins on all sides. Manuscripts should be as concise as possible. Regular papers should be less than 30 double-spaced typewritten pages, and short communications should not exceed 10 pages. The font should be Times New Roman typeface in 12-point pitch.

Structure of Manuscript

The title and headings should be as short as possible, not exceeding 12 words. Ensure that each new paragraph is clearly indicated. Text should be justified across the whole page width. Sections should appear in the following order: title page, abstract, keywords, text, references, and appendices (if any). Number all pages consecutively, beginning with the abstract/text page, and insert the page number at the bottom of each page.

- Title page

The title page should include the title of the manuscript, the names of the authors and affiliations, and the name, current address, e-mail address, fax number, and telephone number of the author to whom correspondence and proofs should be sent. The title should avoid abbreviations and formulas where possible.

- Abstract

The Abstract page should include the title of the manuscript, an abstract of not more than 150 words and a list of keywords. The abstract should state briefly the purpose of the research, the methodology, and the main conclusions and implications.

- Keywords

Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of", "coffee", etc.). Be sparing with abbreviations; only abbreviations firmly established in the field may be used.

- Text

The main body of the manuscript can be divided into sections and (optionally) subsections. Section headings (including appendices) should use boldface and be numbered using Arabic numerals (1, 2, etc.). Subsection headings should use italic and be numbered as 1.1, 1.2, etc. Each heading or subheading should appear on its own separate line. Figures, tables, and equations should be numbered consecutively throughout the text (1, 2, etc.). Italics are not to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*.

- Acknowledgements
Place acknowledgements, including information on grants received, in a separate section before the References section, and not as a footnote on the title page.
- Footnotes and Endnotes
Do not use footnotes or endnotes. Incorporate the information into the text or delete the notes.
- Appendices
If there is more than one appendix, they should be identified as A, B, etc.

Illustrations Section

- Originals for illustrations should be sharp, noise-free, and of good contrast. We regret that we are unable to provide drafting or art service.
- Equations
Equations should be numbered consecutively. Equation numbers are enclosed in parentheses such as (1), (2), etc.
- Figures
Figures should be kept to a minimum and must be numbered consecutively using Arabic numerals (1, 2, etc.). They must be black and white with minimum shading. Each figure must have a caption.
- Tables
Tables should be kept to a minimum and must be numbered consecutively using Arabic numerals (1, 2, etc.). Please label any material that can be typeset as a table, reserving the term “figure” for material that has been drawn. Include a brief caption above each table. Notes to a table should be indicated by superscripted letters (a, b, etc.). Use descriptive labels rather than acronyms, and explain all abbreviations. Tables should be prepared using the Table feature in MS Word.

References

Reference citations should be placed in the text and consist of the cited author’s last name and the year of publication, enclosed in parentheses, for example (Dunn et al., 1981; Hendon, 1989; Meyer, 1975). If the author’s name appears in the sentence, only the year of publication should appear in parentheses, for example, “... as suggested by Brown (1986), Jones (1978a, 1978b), Smith and Johnson (1983).” Personal communications are not to be included in the reference list. Cite personal communications in text only, for example, T.K.L. (personal communication, April 18, 2001) or (V.-G. Nguyen, personal communication, September 28, 1998)

Reference List: The list of references should be typed double-spaced following the text. The first line of each entry is even with the left margin and subsequent lines are indented five spaces. Sort references by the first author’s last name; multiple papers by the same author

should be listed in chronological order. It is the responsibility of the authors to check all references for completeness, including year, volume number or issue, and page numbers for journal citations. Make sure that all references mentioned in the text are listed in the References section and vice versa. Citing APMR papers raises the “impact factor” of the APMR, thus enhancing the prestige of the journal and of the papers published. Use the examples below as a guide to the reference style. For other questions of style, consult the most recent *APA Publication Manual*.

Sample References

■ Journal Article

Stank, T.P., Goldsby, T.J., Vickery, S.K., Savitskie, K. (2003) Logistics service performance: Estimating its influence on market share. *Journal of Business Logistics*, 24(1), 27-55.

Zuckerman, M., Kieffer, S.C. (in press) Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

■ Book

Hall, M., Knapp, J., Winsten, C. (1961) *Distribution in Great Britain and North America*. Oxford University Press, England.

■ Book Chapter

Nemeth, C.J., Nemeth-Brown, B. (2003) Better than individuals? The potential benefits of dissent and diversity for group creativity. In Paulus, P.B. (Ed.) *Group Creativity: Innovation through Collaboration*. Oxford University Press, London, pp. 63-84.

■ Conference Proceedings Paper

Cynx, J., Williams, H., Nottebohm, F. (1992) Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

■ Newsletter Article

New drug appears to sharply cut risks of death from heart failure (1993, July 15) *The Washington Post*, p. A12.

Brown, L.S. (Spring 1993) Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

■ Technical and Research Report

Mazzeo, J., Druesne, B., Raffeld, P.C., Checketts, K.T., Muhlatein, A. (1991) *Comparability of computer and paper-and-pencil scores for two CLEP general examinations (College Board Rep. No. 91-95)*. Educational Testing Service, Princeton, NJ.

U.S. Department of Health and Human Services (1992) *Pressure ulcers in adults: Prediction and prevention (AHCPR Publication No. 92-0047)*. Author, Rockville, MD.

■ Unpublished Work or Working Paper

Ross, D.F. (1990) Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup. (Doctoral dissertation, Cornell University, 1990) Dissertation Abstracts International, 51, 417.

Wilfley, D.E. (1989) Interpersonal analyses of bulimia: Normal weight and obese. Unpublished doctoral dissertation, University of Missouri, Columbia.

Lanktree, C., Briere, J. (January 1991) Early data on the trauma symptom checklist for children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

■ Citing and Listing of Web References.

Electronic reference formats recommended by the American Psychological Association. (October 12, 2000) <http://www.apa.org/journals/webref.html>, Accessed October 23, 2000.

Eid, M., Langeheine, R. (1999) The measurement of consistency and occasion specificity with latent class models: A new model and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. The PsycARTICLES database, Accessed November 19, 2000.

Note that journal titles should not be abbreviated.

Manuscripts that do not conform to the above instructions will be returned for necessary revisions before review or publication.

The Review Process

Each manuscript is reviewed by at least two reviewers in a double-blind review process. Authors should remove tell-tale tracks in their manuscript, such as quotes obviously from their own publications or detailed reference to their unpublished papers to preserve their anonymity.

Eight quality criteria are used in the reviewer report form, including originality, clarity of objectives, conceptual/theoretical quality, methodology/approach, interpretation of results, organization, readability, and overall contribution to knowledge. Based on reviewers' detailed comments and recommendations, the editors then decide whether the manuscript should be accepted, revised, or rejected.

Proofs and Offprints

When an accepted manuscript is received by the APMR office, it is considered to be in its final form. One set of page proofs in word or PDF format will be sent by e-mail to the corresponding author for typewriting/editing check. Proofreading is solely the responsibility of the authors. Corrections on the proof are limited to printer's errors; no substantial author

changes are allowed at this stage. Decisions about whether changes (other than errors) will be made must rest within the editors. Authors will be charged a flat-rate fee of NT\$3,500 (or US\$100) for alternations to the final accepted paper, but not for corrections of any errors inadvertently introduced during the editing process. Authors should not consider the checking of proofs an opportunity to revise or update their papers.

The APMR office will do everything possible to get accepted papers published as quickly and accurately as possible. When the corresponding authors receive the proof of their articles in Word format for checking, it is important to ensure that all of the corrections are sent back to us (in one communication) within 3 working days of receipt, otherwise the article will be published without author's corrections. Subsequent corrections will not be possible, so please ensure the first sending is complete.

The corresponding authors will receive one complimentary hard copy of the issue containing their article after publication. Additional offprints may be ordered on an Author's Offprint Order Form provided with the proofs.

Transfer of Copyright

Authors will be asked to sign the "Copyright Form", upon acceptance of their article, to transfer copyright of the article to the APMR office. The Copyright Form must be received by the APMR office before the article can be published. This will ensure the widest possible dissemination of information under copyright laws. Articles submitted to APMR should be original and should not be under consideration for publication elsewhere at the same time. Authors are responsible for obtaining from the copyright holder permission to reproduce any figure for which the copyright exists. Authors submitting articles for publication warrant that the work is not an infringement of any existing copyright and will indemnify the APMR office against any breach of such warranty. The Copyright Form can be downloaded from the APMR's online submission system at <http://apmr.management.ncku.edu.tw/>. Please send a completed and duly signed Copyright Form to the APMR office as instructed on the form.