



Journal of Management Science Style Sheet

Paper Size	8.5 inches (8") by 11 inches (11").
Margins	All margins (top, bottom, left and right) must be one inch.
Alignment	Justified.
Page Numbers	None required. These will be added when the journal is printed.
Font	All contents are to be in Times New Roman.
Title	Should not exceed three lines; must be in 14 point bold type and centered across the top of the page; must be in Title Case (Only first letter in each word capitalized).
Author(s)	All names should be centered across the page (Skip one line of space below the title of the paper), one line for each author, supplying the name, affiliation and e-mail address in 11 point bold type. The e-mail address is to be in lowercase.
Abstract	Abstract heading must be centered across the page (Skip one line of space below the name(s) of the author), 12 point bold type. The abstract paragraph is not indented and must be less than 150 words (Skip one line of space below the abstract heading), in italics, 10 point regular type.
Keywords	Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right. Skip one line of space below the abstract. The "Keywords" heading must be 11 point bold, followed by a colon (:) and keywords in 11 point regular type.
Headings	The paper should have no more than 3 levels of headings plus the title of paper. Skip one line of space above and one line of space below the headings. Do not use all caps and do not underline; Italics and quotation marks (" ") are acceptable. Paper title (as specified in the above category of Title); Heading 1, centered, 12 point bold; Heading 2, left aligned, 11 point bold; Heading 3, left aligned, 10 point bold italics.
Typing	The typeface of body text must be 10 point regular type.
Paragraphs	Indent new paragraphs with a first-line indent of 0.3 inches (0.3").
Spacing	The text is single-spaced.
Tables & Figures	Tables and figures should be placed as close as possible to the location in the text where they are first cited. Their identification labels should be centered, in 11 point bold type, only first letter in each word capitalized. Generally, the body of tables and figures should be in 10 point regular type. Graphics should be clearly rendered so as to yield attractive, readable black-and-white copies. All graphics should be included in the paper and must be in black and white or shades or gray.
Footnotes	Footnotes are not permitted but endnotes are acceptable.
Citations	Citations in the text include the last name of the author(s) and year of publication and are arranged by order of the reference list, using a semicolon between works, e.g. (Greenberg, Domitrovich & Bumbarger, 2000; Roy, 1995; Yawn et al., 2000). Include page number when you quote directly from the work or refer to specific passages, e.g. Chavez (1966: pp. 16-18). If author's name is in the text, follow it with the publication year in parentheses, e.g. "Smith (1977) studied..." Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period, e.g. "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999: p. 47).
References & Bibliographies	Reference heading must be Heading 1 (12 point bold, centered). The body of reference must be in alphabetical order by authors' last name and the alignment format for the body text is to be "Justified". If the content of a reference is more than one line, the content after the first line must be indented by 0.3 inches (Hanging by 0.3"). Titles of journals or books should be italicized.