Management Consulting Journal –author guidelines

Management Consulting Journal comprises articles about management consulting – its role and practice. Each issue contains around four articles of 2,500-4,000 words as well as shorter pieces (700 -1,000 words).

Submissions

If you are not sure if your proposal is suitable for the journal, please send an outline or summary to the editor and the editor will get back to you. Please email: simon@consult.co.uk with 'Management Consulting Journal' in the subject header.

Articles must not have been previously published, nor be in submission to any other journal (printed or electronic). Editor and editorial board

Software

Please send us your article in the MS Word document template provided on the Institute of Consulting website.

Title

This should be no longer than 15 words. It should give the reader a good idea of the subject.

Abstract

We require a concise and factual abstract. It should summarise your article as clearly as possible, without jargon, abbreviations, links or references. It should be no longer than 150 words.

Literature review

We expect an article to link to published knowledge although a full literature review is not required, we expect submissions to engage with active debates in the consulting field and existing models and concepts. We expect the article to include some context-setting and justification of the paper's importance, and how the insight it contains came about.

In general: we would like authors to explain and support their judgement so that the journal editors and authors can follow the reasoning. Authors should say if comments are their own opinion or are implied or shown by the data.

Confidentiality/anonymity

Authors are able to anonymise the consulting firms, client organisations and individuals in submissions. This may help authors focus on noteworthy practice and its wider applicability to the sector.

Article length

The article should be between 2,500 and 4,000 words (please indicate the actual word 10 count on submission). The Journal will also include some Consulting Shorts of between 1,000 and 1,500 words. Consulting Shorts are, for example, for short reports on work in progress or specific innovations and experiments which, although not yet fully trialled, may be of interest to consultants. A Consulting Short may lead to fuller articles in due course or may simply report points of interest which would not be suitable for a longer article.

Funding acknowledgement

If you are writing about funded research, please give the name(s) of the funder(s).

Payment

The Management Consulting Journal does not pay for articles.

Editorial process and timetable

We will acknowledge receipt of your article and forward it to the editor. We will then let you know whether the editor has decided that your article is suitable and ready for peer review or not. If not, we will give you the reasons, and we may ask you for revisions and re-submission. An article that is suitable will be sent out for peer review, which could take up to six weeks or more depending on the availability of reviewers. The possible outcomes are:

• Accepted, without need for significant revision. Please note that the article may have been lightly edited by this stage, for example minor style changes. It will be sent for copy-editing and you may receive queries – please answer these without delay to avoid holding up the process. We will send you the final version of your article and ask you to confirm that it can be published.
• Needs revision. We will provide details.
• Not accepted. We will give reasons.

Peer review

Papers which the editor considers potentially suitable for the Management Consulting Journal will be reviewed, usually by one or two members of the editorial board. The editor will make the final decision about publication.

We are keen to support authors. We encourage submissions from new writers, whether they are early career researchers or others who have not previously written for a journal. We will maintain high standards. We will notify peer reviewers when a paper is written by a novice author and expect them to be encouraging in their comments, whether those comments are favourable or otherwise.

Peer reviewers will see the author's name. The editor has discretion about whether or 10 not to pass their comments to the author, but you will not be told the identity of reviewers. Reviewers are asked:
• To treat the article and reviewing process as confidential
• To ensure they have the editor's permission if they want to get a colleague's opinion
• Not to use any information in the article for personal, intellectual or commercial advantage or for the advantage of any organisation.

Copyright

The author(s) holds copyright of their material. As the Management Consulting Journal is freely available on the Institute of Consulting website we do not need to license your article. You are free to use the article elsewhere but we ask that you do this at least six months after publication with the Institute of Consulting, and let us know if you are planning to do this. We would like an acknowledgement that it was first published in the Management Consulting Journal.

The Institute of Consulting holds copyright of each journal issue as a whole.

How to submit an article

Please write your article directly into the MS Word document template provided on the Institute of Consulting website: (http://www.iconsulting.org.uk/news-and-interact/management-consulting-journal). Email articles for the attention of Management Consulting Journal to simon@consult.co.uk.

Style guide

Please use the following style guide.

Format of articles:
- Single spaced
- A4, portrait orientation, with standard margins (around 2.5cm) left and right
- Align text to the left
- Do not justify text to the right
- Font colour – black only
- Font: Please use Arial size 12 (if unavailable, Times New Roman size 12)
- For emphasis use bold, not italics or underline
- Use 'single quotation marks' if referring to a document
- Numbered or bullet-pointed lists are fine, but avoid creating lists with tabs
- Do not use the 'Review' function in Word to insert Comments in the text
- Do not add to the 'header' section of the document
- In the footer, insert page numbering (plain number, bottom right) but no text 10
- In general, avoid any but the most basic formatting

Headings

In bold, Arial, font size 14. Please do not number headings.

Do not use the 'Styles' function in Word to create, number or format headings or subheadings.

Sub-headings

In bold, Arial, font size 12.

Charts, tables, images and figures
- Include these within the text, placed where you want them to appear. Use a logical numbering sequence
- Charts that originate in Excel need to be recreated by our designer, so please use them sparingly to illustrate key issues.

- Images such as photos must be saved at no less than 100 dpi resolution before you insert them in the document
- For any image you use, if you are not the copyright holder, you must get permission from the owner to use the photo in our publication, and you are responsible for any consequences if you have not done this correctly. Add 'OWNER NAME, reproduced with permission' immediately below it

Lists

- Should be auto-numbered or bullet-pointed, but please do not create lists with tabs or spaces
- First word in upper case
- No 'or', 'and' or full stop at the end of a bullet

Capital letters

Keep to a minimum, as this increases readability. Use for the names of people, places and organisations. We use lower case for job titles.

For headings and sub headings: upper case at first word only unless it is a name or 'proper' noun.

Numbers

- Spell out one to ten. Use numerals for 11 and above
- For dates, use 1 and 2 rather than 1st and 2nd
- Use % rather than percent.

Verbatim quotes

Ensure that the quoted words of research subjects could not be used to identify individuals. If you are not sure, do not use them. For lengthy quotes, ensure you have permission to use them and add 'quoted with permission'.

Formatting: if the quote runs over more than two lines, make it a separate paragraph, 10 indented once from the left. Identify direct or paraphrased speech by 'single quotes'.

Formulas

Please keep mathematical formulae as simple as possible. Is there another way of expressing the information, as many readers will not read or understand formulae?

Abbreviations and acronyms

Spell out in full at first use, with the acronym in brackets, such as Marylebone Cricket Club (MCC). Thereafter just use the acronym. There is no need to spell out an acronym which is widely familiar, e.g. UK, MP.

Spelling

Use UK spelling. Check that your Word program is not set to US spelling.

Check spelling of people's names, book titles, government departments and so on.

Print off and read through your article before you send it to us because your spellchecker will not pick up on words which are incorrect but are correctly spelled.

Footnotes

Use these sparingly and keep them short.

References to books, reports and journal articles.

We discourage excessive references to other published work.

In your text, please cite by surname and year, as in these examples: (Jones, 2012) or (Smith et al, 2012). Please use 'et al' if there is more than one author.

At the end of your article, please list the books and journals cited in your article. You should only include references that are cited in your text. Please do not use the 'footnotes' or 'endnotes' options in your word-processing program (eg. Word). Just make a list at the end of the references you have cited.

The list should be in alphabetical order by (first) surname. Some examples:

References to books and reports:

Surname, N., Surname, N., and Surname, N. (year of publication) Title of book. Where published: Publishing organisation.

Example: Knight, P. (2004) Reducing uncertainty. York: Higher Education Academy.

References to Journal articles: Surname, N., Surname, N., and Surname, N. (year of publication) 'Title of article'. Title of journal Issue/n: pagination.

Example: Ettelt, S., Mays, N. and Allen, P. (2015a) 'The multiple purposes of policy piloting and their consequences: three examples from national health and social care policy in England'. Journal of Social Policy 44 (2): 319-337.

In the 'References' section you can add weblinks to the books and articles listed, but please link to a webpage featuring a document, rather than directly to an open PDF online. Links which fail after publication cannot be updated. Start at 'www' (not 'http//' unless there is no 'www'). Links should follow the reference, in brackets. Please test links before you send us the article.

Links in the text

When referencing a book, report or journal article, do not add a link to it in the main text (only do this in the 'References' section, see above). But if your article references an item on the web which is not published in a book or journal, add a weblink in brackets after the text, for example 'in her blog post' (weblink). Start at 'www' (not 'http//' unless there is no 'www'). Please test links before you send us the article. Links which fail after publication cannot be updated.

Please do not add any internal hyperlinks to other parts of your article or references.

Acknowledgements

Put any acknowledgements in a separate section at the very end of the article.