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GUIDELINES FOR AUTHORS

The Society for Advancement of Management, publisher of the *SAM Advanced Management Journal (AMJ)*, is an independent non-profit 501(c)(3) educational association established in 1912 by the followers of the father of scientific management, Frederick W. Taylor, and his associates. The *Journal* is subscribed to by various managers, academicians, and libraries in the U.S. and over 50 countries around the world. In addition, regular SAM members and students receive them as part of their membership benefits.

The *AMJ* is a quarterly, refereed publication especially designed for general managers who are concerned with knowing how to communicate with specialists without necessarily being specialists themselves. A financial management article, for example, would be relevant if it explains a concept in a way that allows general managers to better understand a problem and interact with financial management specialists.

The *Journal* has advisory and editorial review boards. These boards include academicians and practitioners who review submitted articles to ensure that they are theoretically sound and also practical.

Manuscripts must be in Microsoft Word format and submitted electronically at the following web address - <http://samnational.org/journal/amj-manuscript-submission-form/>

Author identification, including affiliation, complete mailing address, e-mail, and telephone numbers, should appear only on the cover page. Authors should not identify themselves elsewhere in the paper. The cover sheet needs to include the title of the article and complete listing of all co-authors and their affiliations in the order in which they should appear. The article itself should list the title but not the authors. A brief biographical sketch should also be included on a separate page (5-10 typewritten lines).

Manuscript articles are welcome on all aspects of management, including such areas as human resource management and organizational behavior, strategic management, international management, planning, ethics, productivity improvement, time management, health care management, non-profit management, sustainability, and computer use in managerial decisions. Priority will be given to new concepts, innovative ideas, and well-written articles that are easy for practicing managers to understand.

The typical *Journal* reader is familiar with basic business practices but is not necessarily an expert on any specific topic. The reader is interested in knowing what current terms mean, what new management concepts can do (including their limitations), how to apply them to a particular situation, and what questions should be asked of experts who implement them.

Since the *Journal* is distributed internationally, all abbreviations should be explained. Also, phrases such as "non U.S." or "international individual" should be used rather than "foreign."

Articles should be sufficiently developed in 15-20 typewritten pages, including a brief description of the research methodology. The manuscript should use double spacing, one-inch margins, and other format specifications outlined in the American Psychological Association (APA) manual.

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In-text reference citations should be made when other studies are cited. It is appropriate to provide a few references to help the reader who is interested in knowing more about the subject matter; however, a long reference list should be avoided.

Acknowledgments are made to the corresponding author within two weeks from date of receipt of the submitted manuscript. If an acknowledgment is not received, e-mail the Editor to check the status. The review process takes approximately 8 to 12 weeks. Upon completing the review process, the *Journal* Editor notifies the corresponding author of the decision.

Authors of accepted articles are asked to e-mail a file containing the manuscript typed in Microsoft Word format. Authors will receive five complimentary copies of the *Journal* upon publication and be given, upon request, permission to copy their articles for their own use but not for resale.

Please provide your daytime telephone number and e-mail address to use in contacting you. Call or e-mail the Editor if you have any questions or suggestions.

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