

## NTU Management Review Guide

### Format

Manuscripts should be typed in 12-point Times New Roman and double-spaced throughout (including abstract, text, references, appendices, tables, and figures). As reviewers often prefer to write notes on the manuscript, authors should use one inch (2.54 centimeters) margins. All pages, including tables, appendices, and references should be serially numbered throughout the article. Manuscript length should be limited to 50 pages including references, appendices, tables, and figures.

### Cover Page

A cover page should show the title of the paper and use a colon between the title and subtitle. Under the title of your work, list all authors' names, titles, and affiliations. Besides, please identify the corresponding author and show the complete address, phone number, and e-mail. If not, we will contact the first author listed.

### Abstract and Title

An abstract should be no more than 200 words and be presented on the first page of the manuscript. The abstract should concisely inform the reader of the manuscript's topic, methods, and findings. In order to permit anonymity, neither the author's name nor other identification designations should appear in the abstract. At most 5 keywords should be provided below the abstract and express the precise content of the manuscript as they are used for indexing purposes.

### Main Document

The principle divisions of the manuscript should appear in the following order: body of the article (including tables, figures, and footnotes), references, and appendices. The abstract begins on the first page and the body of the article follows. The title of the paper should be shown in bold at the top of the first page.

### Footnotes

Footnotes should be used sparingly and be placed in a section of the paper that appears at the bottom of the page.

Example:

...when prices move consistently against a trader's position, marketing-to-market can cause liquidity problem.<sup>4</sup>

---

<sup>4</sup> The problem associated with marketing-to-market has been said to be one of the main reasons that encourage commercial banks to offer new successful custom-made features contracts, see Brown and Smith (1988).

### Headings

Three levels should be sufficient for most articles. Main headings (16-point bold Times New Roman; centered) are first. Second-level headings (14-point bold Times New Roman; flush left) are next. Third-level headings (12-point Times New Roman; flush left) are the last. Please do not skip the steps; e.g., no second-level headings before you use a first-level heading. Use second- and third-level headings in sets of two or more.

Example:

## **2. Literature Review (16-pt bold Times New Roman)**

### **2.1 Budgetary Participation (14-pt bold Times New Roman)**

#### 2.1.1 Management Accounting Research (12-pt Times New Roman)

### Abbreviation

The names of constructs and variables should be expressed using ordinary words; in general, do not use unconventional

abbreviations, acronyms, or code names. For industry accepted acronyms, please spell out the term first, then use acronyms in subsequent references.

Example:

“Recently, research related to Subject Matter Experts (SMEs) has increased. SME literature...”

Make sure to use the same name for each variable in your text, tables, and figures.

## Tables and Figures

Useful tables and figures do not duplicate the text; they are used for supplement and clarification. Place each table or figure in the main document and number tables and figures consecutively (one series for tables, one for figures) from the beginning to the end of the article. Place notes at the bottom of the table and figure. Put tables and figures in appendices if they are too detailed.

## Citations

Giving proper credit to the sources of original ideas and previous works is very important. Inappropriate or inaccurate citations do not do justice to the authors cited and can be misleading to the readers. Citations should be made in the text by enclosing the cited authors' names and the year of the work cited in parentheses. Use “and” when there are two authors. Use A, B, and C (year) when there are more than two authors the first time and use A et al. (year) the second time.

Example:

- Hoy and Tarter (2004) generated ten principles related to the school context. Some of these ten principles are related to procedures.
- Masterson, Lewis, Goldman, and Taylor (2000), in applying social exchange theory, suggested that procedural and interactional justice affected variables via different intervening mechanisms.
- This finding conflicts with that obtained by the result of Masterson et al. (2000).
- LTCM was very successful in its first two years (Embrechts and Kluppelberg, 1997).
- A number of researchers classify organizational commitment as an affective and continuance commitment (Meyer and Allen, 1984, 1990).
- Hence, although early justice frameworks frequently focus on distributive justice, since the early 1980s the focus has shifted to examinations of procedural justice (Bauer, Truxillo, Sanchez, Craig, Ferrara, and Campion, 2001).
- Oblique rotation was used because the procedural justice rules are hypothesized as non-orthogonal (Bauer et al., 2001).

Please note the use of alphabetical order. Also note that two or more works by the same author (or by an identical group of authors) published in the same year are distinguished by “a,” “b,” etc., added after the year. Also, if there are both “the author of the reference” and “the year of the journal” in the parentheses, use “and” to link the authors' names when there are two authors. For instance, we can put (A and B, year). If there are more than three authors, we write (A, B, and C, year) for the first time and write (A et al., year) afterwards.

If there are more than one reference in a parentheses, use a semicolon between different authors.

Example:

(Anderson and Gatignon, 1986; Hill, Hwang, and Kim, 1990)

## References

Include an alphabetically ordered list of the works you have cited in your article. This list should begin on a separate page

headed "References". As this is a major heading, the word "References" should be centered and bold-faced.

References should follow hanging indentation format. Specially, the first line should be flushed with the left margin.

Subsequent lines should be indented. Alphabetize references by the last name of the author (the first author) or the editor, or by the name of the corporate author (e.g., U.S. Census Bureau) or periodical (e.g., Wall Street Journal). Several works by an identical author (or a group of authors) are ordered by year of publication, with the earliest listed first. If the years of publication are also the same, differentiate entries by adding small letters ("a," "b," etc.) after the years.

Examples:

#### **Book entries**

Crimp, D. 1988. *AIDS: Cultural Analysis, Cultural Activism*. Cambridge, MA: MIT Press.

Eysenck, H. J., and Eysenck, S. B. G. 1967. *Personality Structure and Measurement*. London, UK: Routledge Kegan Paul.

Olson, D. L., and Wu, D. 2010. *Enterprise Risk Management Models*. Heidelberg, Germany: Springer.

#### **Periodical entries**

Nonaka, I. 1991. The knowledge-creating company. *Harvard Business Review*, 69 (6): 96-104.

#### **Chapters in books**

Brenner, S. N. 1995. Stakeholder theory of the firm: Its consistency with current management techniques. In Nasi, J. (Ed.), *Understanding Stakeholder Thinking*: 75-96. Helsinki, Finland: LSR-Julkaisut Oy.

Levitt, B., and March, J. G. 1988. Organizational learning. In Scott, W. R., and Short, J. F. (Eds.), *Annual Review of Sociology*, 14: 319-340. Palo Alto, CA: Annual Reviews.

#### **Doctoral dissertations and master's theses**

Smith, M. H. 1980. *A multidimensional approach to individual differences in empathy*. Unpublished doctoral dissertation, University of Texas, Austin, TX.

#### **Academic conferences**

Wall, J. P. 1983. *Work and nonwork correlates of the career plateau*. Paper presented at the annual meeting of the Academy of Management, Dallas, TX.

#### **Materials accessed on the web**

International Chamber of Commerce. 1991. *The business charter for sustainable development*.

<http://www.iccwbo.org/sdcharter/charter/principles/principles.asp>. Accessed Jan. 12, 2000.

#### **Regular publications**

##### **(1) Newspaper articles**

Business Week. 1998. The best B-schools. *Business Week*, October 19: 86-94.

##### **(2) Magazines**

Peng, Xing- Chu. 2010. Warrants are popular investments: High-speed trading and the leverage effect. *Global Views Monthly*, 293: 312-313.

## Technical and research reports

### (1) Authored report or corporate author, government or nongovernment report/report from institutional archive/working paper

Chen, D. R. 2007. *A study on intellectual capital, organizational learning and clinical governance in health care industry (NSC95-2416-H-002-008-SSS)*.

### (2) Proceedings published in book form

Industrial Technology Research Institute. 2001-2008. *Semiconductor industry yearbook (in Chinese)*. Hsinchu, Taiwan: Author.

Conley, D., and Rauscher, E. 2010. *Genetic interactions with prenatal social environment: Effects on academic and behavioral outcomes (NBER Working Paper No. 16026)*. Cambridge, MA: National Bureau of Economic Research.

If there is more than one reference from the same author(s), only write the author's name on the first reference. Put underscore on other references instead of the author's name.

Example:

Kaiser, H. F. 1970. A second-generation little jiffy. *Psychometrika*, 35 (4): 401-405.

\_\_\_\_\_. 1974. An index of factorial simplicity. *Psychometrika*, 39 (1): 31-36.

## DOI

The DOI prefix (10.1037, in the case of APA journals) is a unique number of four or more digits assigned to organizations; the suffix (rmh0000008) is assigned by the publisher and identifies the journal and individual article.

Example:

VandenBos, G., Knapp, S., and Doe, J. 2001. Role of reference elements in the election of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5 (1): 117-123. doi: 10.1048/17688799022548

## Appendices

The appendices present lengthy but essential methodological details, such as explanations of the calculation of measures or items in a new survey instrument. Presentation should be concise but not abbreviated. Each appendix should be treated as a major heading. The title of each appendix should be centered and bold-faced. Multiple appendices are Appendix A, Appendix B, etc. One single appendix does not require a letter.

## Conclusion

Thank you in advance for paying careful attention to the style set of this journal forth in this guide when making your submissions. We appreciate your effort, as adherence to *NTU Management Review* guidelines will ease and expedite both the review and publication processes. Properly prepared manuscripts tend to be more favorably received by reviewers. If a manuscript is allowed to publish, the author is responsible for revising it. No manuscripts will be returned under any circumstances. Please save your own scripts.

If you have any questions or concerns, please feel free to mail [ntupmcenter@ntu.edu.tw](mailto:ntupmcenter@ntu.edu.tw) or call +886-2-3366-1026 or +886-2-3366-5404. You can also fax to +886-2-2363-5658.