Guidelines for contributors

AUDIENCE FOR THE JOURNAL

The *Journal of Spirituality, Leadership and Management* (JSLaM) is a peer-refereed journal devoted to facilitating the emergence of the innate spirituality within individuals and organisations, by connecting people in communities of enquiry, learning and action. We focus our energies on improving leadership and management practices as they apply to organisations, communities and the natural world.

The journal aims to:

- provide balanced and in-depth investigation of leadership and management practices and theories in a variety of contexts
- enhance understanding of spirituality in leadership and management in relation to the wider contexts
- help readers keep abreast of current research
- examine and present research with a view as to how it might be implemented
- provide a forum in which professionals from all settings can exchange and discuss ideas and practices relevant to their work.

PUBLICATION DETAILS

JSLaM is an online journal published once a year and available free to individuals from the website www.slam.org.au.

INVITATION TO SUBMIT MANUSCRIPTS FOR PUBLICATION

Papers are invited on any topic related to the scholarly advancement of spirituality, leadership and management. Acceptance of papers and case studies will be based on whether they:

- are directly relevant to spirituality, leadership and management
- have not been published elsewhere
- have been submitted in the correct format.

Articles on any topic related to the scholarly advancement of spirituality, leadership and management. Examples of topics in these areas include:

- relationships between spirituality, leadership and management
- spirituality and leadership education in schools and tertiary education institutions
- gender and political issues in the workplace
- environmental perspectives
- research studies, design and/or methodology
- corporate programs
- coaching, mentoring and supervision.

The journal is supportive of ideas and experientially based techniques that might be employed by readers to assist them in the development of ethics and spirituality in leadership and management in a given context.

Note that it is helpful to be familiar with past and current 'conversations' or 'threads' that have been published in previous editions of the journal. This will help you to place your work within a context and make your contribution more relevant to readers.

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It is the author's responsibility to ensure that articles contain original work and do not breach another person's copyright. Further, the author is responsible for obtaining permission to reproduce all copyright material (for example, newspaper articles or cartoons).

MANUSCRIPT REVIEW PROCESS

Authors wishing to publish a refereed paper (typically academics working in universities) submit their manuscript to the JSLaM review process. Papers are subject to the following review procedure:

- It is reviewed by the editor for its suitability.
- If it is suitable an anonymous version of the paper will be sent to a member of the Editorial Panel for review.
- The Editorial Panel member in turn will seek one other person with appropriate expertise to review the paper.
- Based on the recommendations of the reviewers, the editor then decides whether the paper should be rejected as a refereed paper, accepted in its current form or, more commonly, accepted with minor or major revisions. Either way, the process is meant to be helpful for the

author and typically it does lead to considerable improvements.

The usual timeframe for the review process is three (3) to six (6) months and every effort is made to complete the process promptly. Presentation of the manuscript in the required format enhances the speed with which a review can be completed.

Non-refereed papers may also be published after negotiation with the editor without the aforementioned review process.

COPYRIGHT IN ARTICLES

JSLaM does not retain copyright in works published in the journal. Copyright remains with authors, and they are free to publish/reproduce any and all portions of it that appear in JSLaM, which simply asks that each time any or all parts of it are reproduced/republished that the authors acknowledge that the work was published in JSLaM and include a reference to the appropriate volume number, issue number, page numbers, and Internet link(s).

Upon acceptance for publication, authors must complete a Publishing Agreement which includes a statement regarding copyright.

REQUIREMENTS FOR MANUSCRIPT PRESENTATION

Manuscripts are to be submitted electronically via email attachment in Microsoft Word format to the editor at editor@slam.org.au. Please do not send hard copies unless requested. Appropriate photographs, artwork, figures or tables should also be submitted electronically.

All papers require an abstract of no more than 200 words, and should include 4-5 key words/short phrases. For papers submitted for academic review, no mention of authors' names should be made in the body of the paper, except where appropriate in citations and references.

A separate cover page which contains the author's name, address, phone, fax and e-mail contacts should be included with the submission. The author to whom correspondence is to be sent should be clearly identified. A biographical statement, "About the Author", of no more than 100 words, is to accompany the manuscript, detailing the author's current position or professional affiliation and research interests.

The title should be short (12 words maximum), informative and contain the major keywords.

Manuscripts should be in English and presented with 1.5 line spacing throughout and with body type of 12 point Times New Roman font or similar, with wide margins, and presented in the following order: title page, abstract and keywords, text, acknowledgements, references, tables, figure legends and figures. Pages should be numbered consecutively. The text is to be separate from tables and figures; tables should be separate from figures if they have been created in different programs.

Tables and figures: Tables and figures should be numbered consecutively in separate sequences. Each figure/table should have a self-explanatory title; desired location of each figure/table should be noted in the text. Numbering of tables and figures should be in Arabic numerals (e.g., 1,2, 3) and be consistently cited between text and legend. All line diagrams and photographs are termed "Figures".

Headings: Should be typed in all-capitals. Sub-headings should be typed in sentence case in bold. Headings should not be numbered.

Footnotes are not encouraged. Appropriate information should be included in the text directly. However, if an author is keen to cite footnotes, they should be numbered, with the footnotes provided on the same page as the citation, typed in a smaller font than that used in the body of the paper.

Spelling should follow Australian conventions and must be consistent throughout the manuscript. The journal follows the conventions of the Australian *Style Manual*, 6th edition (John Wiley & Sons, 2002).

REFERENCES

References should be presented in accordance with the requirements of the Publication Manual of the American Psychological Association, 6th edition. Examples are given below.

References within the text should cite the author and date, e.g. (Tacey, 2000), and be collated into a reference list at the end of the article. Entries in the list of references should be alphabetised by the last name of the (first) author, or, if no author is indicated, by the first main word in the title. If several works by the same authors are cited, they should be listed in order of publication, the earliest first, with publications from the same year differentiated by designating them '1999a' and '1999b', and so on.

Multiple citations in the text should be given chronologically rather than alphabetically, e.g. Jones, 1999; Brown 2000; Lyons, 2006. If a work has two authors, cite both names in the text

throughout, e.g. Wilson & Jones (1997). In the case of references where there are three or more authors, use the format "Brown et al." (i.e. mention first author only) throughout the text, **but,** details of all authors must be provided in the reference list.

Individual entries should be set out as per the following examples:

Books

Argyris, C. & Schön, D.A. (1978). *Organisational learning: A theory of action perspective*. London: Addison-Wesley.

Journal articles

Boyle, E. (2002). A critical appraisal of the performance of Royal Dutch Shell as a learning organisation in the 1990s. *The Learning Organisation*, *9*(1), 6-18.

Chapter in an edited book

Gustavsson, B. (1995). Consciousness and experience: Implications for organizations and management. In S. K. Chakraborty (Ed.), *Human Values for Managers* (pp. 213-226). Allahabad: Wheeler Publishing.

Papers presented at conferences

Gibbons, P. (2000). Spirituality at work: Definitions, measures, assumptions, and validity claims. Paper presented at the Academy of Management Meeting, Toronto, 4-9 August.

DOI NUMBERS

In reference lists, the DOI (digital object identifier) number should be included where it is available. For example:

Brown, M. E., & Treviño, L. K. (2006), Ethical

leadership: A review and future directions. *The Leadership Quarterly, 17*(6), 595-616. http://dx.doi.org/10.1016/j.leaqua.2006.10.004

The *Journal of Spirituality, Leadership and Management* assigns DOI numbers to articles published in the journal, beginning in 2013, and will be progressively assigning DOI numbers to articles published in the years prior to 2013.

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.

TYPES OF PAPERS

Articles should range from 5,000–8,000 words in length, including references, tables and appendices. Manuscripts which exceed the word limit will not be reviewed as they would not be considered publishable without revision. Artwork such as diagrams is welcome as long as the items are of suitable quality for reproduction in electronic format.

Articles on practice (max. 5,000 words) are practitioner-oriented, and material may be presented in a variety of formats, e.g. case studies, commentaries, interviews etc. Material relating to workshops presented at Spirituality, Leadership and Management Conferences, for example, would be appropriate.

Books for review are welcome. Books need to align with the journal's themes. Book reviews are organised by the editor. Please send books for review to address below.