Guideline for Authors

ASEAN Journal of Management & Innovation (AJMI) is an online journal listed in Thailand Citation Index (TCI) and ASEAN Citation Index (ACI).

- **MISSION STATEMENT**

The goal of AJMI is to publish insightful, original and timely research that describes or potentially impacts management and/or innovation within the ASEAN context. AJMI is multidisciplinary in scope and encourages interdisciplinary research. The journal welcomes submissions in all topics related to management, as well as topics related to innovation; regardless of discipline or subject area.

Topics that are either distinctly ASEAN-related or regional or international in scope, but of relevance to ASEAN readers are encouraged. In addition to empirical research, AJMI accepts conceptual papers as well as papers that provide new insights into previous work and/or conventional wisdom. Also accepted are structured/systematic literature reviews that follow a specific methodology.

Manuscripts that are simply literature reviews are generally discouraged.

Relevant topics include, but are not limited to:
- Management & Marketing
- Finance, Banking & Accounting
- Human Resource Management
- International Business Management
- Innovation & Entrepreneurship Development
- Hospitality Management
- Project Management
- Operations & Supply Chain Management
- Business Ethics
- Educational Leadership & Management

- **PERIODICITY**

Twice a year publication:

- First Issue: January – June (submission deadline, February 15).
- Second Issue: July – December (submission deadline, August 15).

- **ARTICLE SUBMISSION**

All submissions and correspondence should be sent to ajmi@stamford.edu

A **strong standard of English** is expected, which means that authors who are non-native speakers may need to have their articles proofread by a qualified person prior to submitting them to AJMI.

Articles must be submitted electronically in Word format. To submit a paper, go to the Journal Management System at ajmi.stamford.edu and register as an author(s), and upload the file containing the paper.

Articles will be accepted to a maximum of 5,000 words (not including references).

Submission of an article to AJMI implies a commitment by the author(s) to publish in the journal.

In submitting an article to AJMI, the author(s) vouches that the article has neither been published, nor accepted for publication, nor is currently under review at any other location, including as a conference paper. If the article is under review elsewhere, it will be withdrawn from the submission list.

In addition, the author(s) also agree that the article shall not be placed under review elsewhere while the review process at AJMI is ongoing.

If the article is accepted for publication, the author's further guarantees not to withdraw it for submission to publish elsewhere.

AJMI does not collect any processing or publication fees.

- **REVIEW PROCESS**

AJMI uses a "double-blind peer review system" meaning that the authors do not know who the reviewers are, and the reviewers do not know who the authors are. All submitted manuscripts are to be reviewed by at least two expert reviewers per paper.

Each article is judged based solely on its contribution, merits, and alignment with the journal's Mission.

Reviewers are chosen on the basis of their expertise in the topic area and/or methodology used in the paper. Should any revision be required, our instructions to authors are designed to move authors towards a successfully published article.

- **RESEARCH COMPONENTS**

The article should include the following components:

- An introduction
- A review of the relevant literature
- An outline of the research methodology/ research design
- Research findings
- A discussion of the results
- A conclusion and policy recommendations/ recommendations to managers

An emphasis should be placed on the discussion of the findings, the conclusion and policy recommendations/ recommendations to managers.

- **AJMI STYLE GUIDE**

All of the following requirements need to be met before an article can be sent to reviewers. If the formatting of a submitted paper does not match these requirements, **the paper will be returned without review for correction and re-submission.**

1. Format

- Must be a Word-compatible document (not a .pdf) and use the American Psychological Association (APA) Referencing Style as shown below (see sub-sections 6 and 7).

2. Title Page

- Uploaded separately from the abstract and body.
- Manuscript title (not in all capital letters).
- Title, name, affiliation and email address of all authors.
- Indicate clearly who is the corresponding author for journal communication.

3. Abstract

- Not more than 250 words.
- Should not include any information that would identify the author(s).
- Bold, Times New Roman, 12 point, no indentation.

4. Keywords

- Three to six keywords are required at the time of submission.

5. Body of the Paper

- A4 page size.
- Margin of 1" (2.5cm) on all four sides.
- Title of Article: Times New Roman font, 20 point.
- Section Heading: First letter of each word in capitals, bold 12 point font.
- Body Text: Times New Roman font, 12 point, single space between sentences.

6. *In-Text Citations*

- All in-text citations included throughout the article must have a corresponding full reference at the end of the manuscript body.
- Only direct quotes need a page number (not paraphrases).

- Direct Quotes
  - *One Author*

  Author's Last name (Year) stated that "direct quote" (page number).
  Isenberg (2007) stated that "international dispersion is on the rise" (p. 56). **Or**
  "Direct quote" (Last name, Year, page number)
  "International dispersion is on the rise" (Isenberg, 2007, p. 56).

  - *Two Authors*

  First author's Last name and second author's Last name (Year, page number) mentioned that "direct quote" (page number).
  Isenberg and Kerr (2007) mentioned that "international dispersion is on the rise" (p. 56). **Or**
  'Direct quote" (first author's Last name & second author's Last name, Year, page number).
  "International dispersion is on the rise" (Isenberg & Kerr, 2007, p. 56).

- Block Quotes

  If a quote runs on for more than 40 words:
  - Start the direct quotation on a new line
  - Indent the text roughly half an inch from the left margin
  - Remove any quotation marks

  Example:
  As Krugman (2019) stated:

  > Maybe the larger point here is that there tends to be a certain amount of mysticism about trade policy, because the fact that it's global and touches on one of the most famous insights in economics, the theory of comparative advantage, gives it an amount of mind space somewhat disproportionate to its actual economic importance. (p. 3).

- Parenthetical Citing
  - *One Author*

  Author's Last name (Year) in-test parenthetical citation (paraphrase).
  Isenberg (2007) argues that cross-border migration is increasing. **Or**
  Paraphrase (Last name, Year)
  Cross-border migration is increasing (Isenberg, 2007).

  - *Two Authors*

  First author's Last name and second author's Last name (Year) paraphrase.
  Kerr and Isenberg (2007) argued that cross-border migration is increasing.
  Or
  Paraphrase (first author's Last name & second author's Last name, Year).
  Cross-border migration is on the rise (Isenberg & Kerr, 2007).

  - *Three to Five Authors*

  All authors' Last names (Year) paraphrase.
  Kerr, Issenberg, and Steward (2007) argued that cross-border migration is increasing.

Or
Paraphrase (all authors' Last names, Year).
Cross-border migration is increasing (Isenberg, Kerr, & Steward, 2007).

For all subsequent in-text paraphrases, first author's Last name followed by "et al." and the publication year.
Isenberg et al. (2007) found that the event resulted in thousands of people flocking to the border.

Or
The event resulted in thousands of people flocking to the border (Isenberg et al., 2007).

7. *Full References*
The following formatting rules apply:
- References appear at the end of the manuscript body in alphabetical order by the first word in the reference (usually the author's last name, sometimes the title).
- All references must have a corresponding in-text citation in the manuscript.
- If more than one work by an author is cited, list them by earliest publication date first.
- If the list contains more than one item published by the same author(s) in the same year, add lower case letters immediately after the year to distinguish them (e.g. 1983a).
- If there is no author, the title moves to the author position (filed under the first significant word of the title).
- Reference list entries should be indented half an inch or 12 mm (five to seven spaces) on the second and subsequent lines of the reference list for every entry - a hanging indent is the preferred style (i.e. entries should begin flush left, and the second and subsequent lines should be indented).
- Single-space all reference entries.

Follow APA Referencing Style format for each source type listed as shown below. For any source type not shown below, go to the APA website for references.

- Book
  - *One Author*
  Author, F. M. / Organization. (Year). *Topic Title*. City: Publisher.
  Nagel, P. C. (1992). *The Lees of Virginia: Seven generations of an American family.* New York: Oxford University Press.

  - *Two Authors*
  Author, F. M., & Author, F. M. (Year). *Topic Title*. City: Publisher.
  Nagel, P. C., & Sampson, T. (1995). *Seven generations of an American family.* New York: Oxford University Press**.**

  - *Three Authors*
  Author, F. M., Author, F. M., & Author, F. M. (Year). *Topic Title*. City: Publisher.
  Nagel, P. C., Sampson, T., & Hubbard, A. J. (1992). *The Lees of Virginia: Seven generations of an American family.* New York: Oxford University Press.

- Journal
  Author, F. M. (Year). Title of article. *Title of Journal*, vol. (issue), pp xxx-xxx.
  Turner, R. A. (2007). Coaching and consulting in multicultural contexts. *Consulting Psychology Journal: Practice and Research*, *59*(4), 241-243.

- Website
  Author, F. M./ Organization. (Year of Publication). Web page title. Retrieved (Date) from URL Address.
  Bogati, S. (2013, October 14). Hospitality Industry in Nepal. Retrieved November 3, 2018, from http://hospitalityindustryinnepal.blogspot.com/

- Newspaper
  Author, F. M. / Organization (Year, month, day published). Title of article. *Title of newspaper*, page.
  Parker, T. D. (2009, August 3). Getting rid of side stitches. *The Washington Post*, p. E1, E4.

8. Formatting Figures and Table

There are two different styles for graphics in APA format: **Figures** (charts, images, pictures) and **Tables.**

- Figures
  - The first graphic (chart, drawing, or image) will be labeled as Figure 1 and be the first one mentioned in the article.
  - Subsequent ones will follow in the appropriate numeral order in which they appear in the article.
  - Follow APA Referencing Style format for each source type listed as shown below. This means that both the Title and the Source are written below the Figure.

Figure 1: Name of Picture

Source: Author's Last name OR Organization's name (Year, Page number OR Online)
Khoman (2017, p. 137)
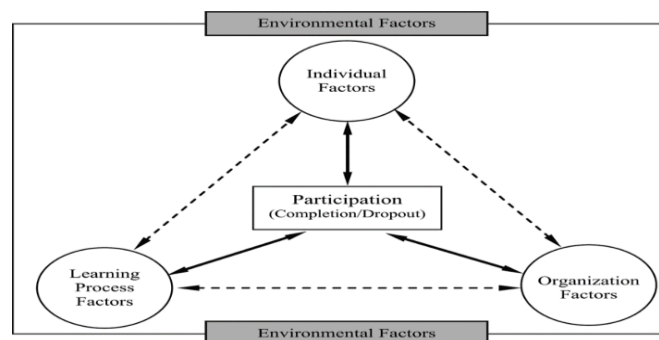
Figure 1: Conceptual framework
Source: Author's Last name OR Organization's name (Year: Page number OR Online)
Wang (2019: p. 45)

- Tables
  Tables are labelled separately to Figures and should follow the instructions below.
  - The first Table will be labeled as Table 1 and be the first Table mentioned in the article.
  - Subsequent ones will follow in the appropriate numeral order in which they appear in the article. This means that Tables are labelled separately to Figures.
  - The APA Referencing Style format for a Table differs to that of a Figure. A Table has the Title above the Table, and the Source will be listed below.

Table 2: Domestic Tourism in Ayutthaya and Sukhothai in 2004

Type of Data (2004)	Ayutthaya	Sukhothai
Visitor Thai Foreigners	3,023,933	1,915,975 1,107,958

Source: Author's Last name OR Organization's name (Year: Page number OR Online)
Tourism Authority of Thailand (2005: Online)

For any source type not shown above, go to the APA website for references.

References

APA (2010). Publication Manual of the American Psychological Association Washington, D.C.: American Psychological Association (6th ed). Retrieved April 5, 2019, from: https://opentextbc.ca/researchmethods/chapter/american-psychological-association-apa-style/

Bogati, S. (2013, October 14). *Hospitality Industry in Nepal*. Retrieved November 3, 2018, from http://hospitalityindustryinnepal.blogspot.com/

Kerr, W. R., & Isenberg, D. J. (2007) "Take Advantage of Your Diaspora Network." *Harvard Business School* Background Note 808-029, August. (Revised July 2008.) (Featured in a 2008 *Harvard Business Review* write-up.)

Krugman, P. (2019, May 13) Trump's trade war is killing the 'Pax Americana'. *The Bangkok Post*, p. 9.

Nagel, P. C. (1992). *The Lees of Virginia: Seven generations of an American family.* New York: Oxford University Press.

Nagel, P. C., & Sampson, T. (1995). *Seven generations of an American family.* New York: Oxford University Press**.**

Nagel, P. C., Sampson, T., & Hubbard, A. J. (1992). *The Lees of Virginia: Seven generations of an American family.* New York: Oxford University Press.

Parker, T. D. (2009, August 3). Getting rid of side stitches. *The Washington Post*, p. E1, E4.

Turner, R. A. (2007). Coaching and consulting in multicultural contexts. *Consulting Psychology Journal: Practice and Research*, *59*(4), 241-243.