

## Guideline for Authors

ASEAN Journal of Management & Innovation (AJMI) is an academic journal listed in Thailand Citation Index (TCI, Tier 2) and ASEAN Citation Index (ACI) available online.

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Topics discussed:

1. **Mission Statement**
2. **Periodicity**
3. **Article Submission**
4. **Review Process**
5. **Publication Ethics**
6. **Research Components**
7. **AJMI Style Guide**

### 1. 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
- Project Management
- Technology and Innovation Management
- Operations & Supply Chain Management
- Tourism, Leisure and Hospitality Management
- Entrepreneurship
- Organizational Behavior
- Business Ethics

## 2. PERIODICITY

Twice a year publication:

- First Issue: January – June (submission deadline in March).
- Second Issue: July – December (submission deadline in August).

## 3. ARTICLE SUBMISSION

All submissions and correspondence should be sent to [ajmi@stamford.edu](mailto: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](http://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.

## 4. 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 three expert reviewers per paper. Reviewers are chosen on the basis of their expertise in the topic area and/or methodology used in the paper.

Each article is judged based solely on its contribution, merits, and alignment with the journal's mission. Should any revision be required, our instructions to authors are designed to move authors towards a successfully published article.

## 5. PUBLICATION ETHICS

The following outlines the ethical obligations of authors, reviewers, and AJMI Editor-in-Chief.

### Duties of Authors

- Authors should:
  - Ensure that they are the sole creators of the article submitted or, in the case of co-authored articles, that all the authors have participated in the design and development of the paper submitted and taken responsibility for them;
  - Cite or quote accurately the work and/or words of others; and
  - Acknowledge ideas and previously published results by citing them in the article and listing them in the references.
- Authors of articles based on original research should:
  - Present an accurate account of the work performed as well as an objective discussion of its significance:

- Provide a detailed account of the underlying data used;
  - Ensure that the conclusion is based on the evidence presented and not on personal opinion;
  - Interpret and quote others' works accurately from original sources, not secondary ones, unless original sources are no longer available and a note to that effect is included in the article where appropriate; and
  - Indicate if a submission has been translated into English and provide the proper bibliographic notation for the original article in APA (*Publication Manual of the American Psychological Association*, 6th Edition) format.
- Authors should also disclose:
    - Any financial support provided for the research; and
    - Any potential conflict of interest when submitting an article. Conflicts of interest include, for example: employment; consultancy; stock ownership; honorarium; or paid expert testimony.
  - As mentioned in the section entitled 'Article Submission':
    - Submission of an article to AJMI for review implies a commitment by the author(s) to publish in the journal;
    - In submitting an article to AJMI, the author(s) vouch that the article has neither been published, nor accepted for publication, nor is currently under review at any other journal or as a conference paper. If the article is under review elsewhere, it should be withdrawn from submission;
    - The author(s) also agree that the article shall not be placed under review elsewhere during the review process at AJMI; and
    - If the article is accepted for publication at AJMI, the author(s) further guarantee not to withdraw it for submission from AJMI to publish it elsewhere.

**Note:** AJMI does not collect any processing or publication fees.

### **Duties of Reviewers**

- Confidentiality:
  - As part of AJMI "double blind" peer review system (under which authors do not know who the reviewers are, and reviewers do not know who the authors are), reviewers are expected to uphold the confidentiality of the review process;
  - Reviewers should not discuss any aspects of the articles under review with other contributors to the journal;
  - Moreover, any unpublished material contained in an article under review may not be quoted or referenced by a reviewer without the express written consent of the author(s), which should be requested through the Editor-in-Chief of AJMI; and
  - Any information, data, or idea contained in the article under review must be kept confidential and may not be used for the personal advantage of the reviewers.
- Conflicts of Interest:
  - In the event a reviewer realizes upon receiving an article for review that: (i) he/she has been involved in any manner in the production of that article; (ii) knows the author(s) of the article; or (iii) for any reason is not in a position to provide an objective review of the article, he/she should inform the Editor-in-Chief and decline to review the article; and
  - Conflicts of interest may include, among others, collaborative or competitive relationships or connections with any of the authors, companies, or institutions connected to the article.

- Objectivity:
  - Articles submitted for review should be reviewed objectively solely based on the expertise of reviewers; and
  - Key criteria to be considered as part of the review process should include among others the articulation and coherence of the arguments and the strength of the evidence provided.
- Acknowledgement of Sources:
  - Reviewers should identify any important relevant published work that was not cited by the authors as part of the references; and
  - Reviewers are also expected to bring to authors' attention any substantial similarity or overlap between the article reviewed and any published work of which they have personal knowledge.

### **Duties of Editor-in-Chief**

- Confidentiality:
  - As part of AJMI "double blind" peer review system, the Editor-in-Chief shall take all necessary steps to protect the identity of author(s) and reviewers throughout the review process.
- Conflicts of Interest:
  - In the event the Editor-in-Chief has a personal stake in the publication of an article, the Editor-in-Chief should recuse himself/herself from the review process for that article and a member of the Editorial Board should be nominated by the Editorial Board to step in.
- Objectivity:
  - Decisions regarding the publication of an article submitted for review should be made objectively; and
  - Critical factors to consider in deciding whether to publish an article should include, among others: the level of contribution of the article to its field; the quality of articulation of the arguments; and the strength of the evidence provided.
- Publication Decisions
  - As mentioned above, AJMI does not accept articles for review that have been published or are under consideration for publication in another journal;
  - AJMI Editor-in-Chief is ultimately responsible for deciding which of the articles submitted to the journal should be published;
  - Decisions should be guided by the recommendations of AJMI Editorial Board and constrained by legal requirements regarding libel, copyright infringement and plagiarism;
  - In making decisions, the Editor-in-Chief should always confer with other editors or reviewers.
  - The Editor-in-Chief is committed to taking any reasonable steps to identify and prevent the publication of articles where misconduct has occurred. In the event of documented violation of any of the above-mentioned AJMI policies, the following sanctions shall be applied:
    - (i) immediate rejection of the infringing article;
    - (ii) immediate rejection of every other submission submitted to AJMI by any of the author(s) of the infringing article; and
    - (iii) prohibition against all subsequent submissions to AJMI by the author(s), either individually or in combination with other authors of the infringing article, as well as in combination with any authors. The prohibition shall be imposed for a minimum of two years.

- In cases where the violation of any of the above policies is found to be particularly egregious, AJMI reserves the right to impose any sanction beyond those described above, which AJMI would deem appropriate under the circumstances.

## 6. 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.**

## 7. 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-text 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, Isenberg, 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).

**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).
- Double-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.

**7. Formatting Figures and Table**

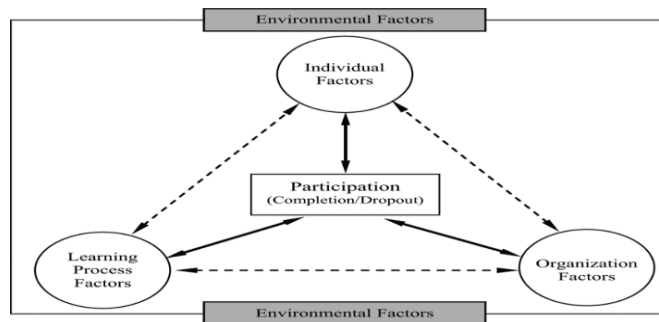
There are two different styles for graphics in APA format: **Figures** (charts, images, pictures) and **Tables**.

- 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)  
Khomani (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	3,023,933	1,915,975
Foreigners		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.