

General Guidelines for Authors

Main Text

- The main text should be no more than 2,500 words.
- The title should be no more than 20 words
- Display items are limited to 8 (figures and/or tables).
- Figures can be inserted in the text at the appropriate positions, or grouped at the end.
- Use a normal, plain font for text.
- Use tab stops or other commands for indents, not the space bar.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions) for copyediting purpose.

Tables

- Tables should be submitted in an editable format (Word), and not as images.
- Tables should always be cited in consecutive numerical order and should use the format: Table 1, Table 2, ..
- For each table, supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Figures

- Figures should be submitted in a format such as jpg or png. Please do not supply Word or Powerpoint files with placed images.
- Figures should always be cited in consecutive numerical order and should use the format: Figure 1, Figure 2, ..
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Citation

Cite references in the text by name and year in parentheses, for examples, "Negotiation research spans many disciplines (Thompson 1990)".

References

- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.
- When formatting your references, make sure they run sequentially (and are always numerical).
- References should sit within square brackets.
- References should only have one publication linked to each number.
- References should give the full page range (or article number), where appropriate.
- Reference list entries should be alphabetized by the last names of the first author of each work.
- References should include all authors unless there are six or more, in which case only the first author should be given, followed by 'et al.'.

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Abbreviations

- Abbreviations should be defined at first mention and used consistently thereafter.

Writing your article

- Avoid technical jargon wherever possible, explaining it clearly when it is unavoidable.
- Keep abbreviations to a minimum, particularly when they are not standard.
- If you must use an abbreviation, make sure you spell it out fully in the text or legend the first time it appears.
- Clearly explain the background, rationale and main conclusions of your article.

Copy editing services

We don't provide in-depth copy editing as part of the production process. So, if you feel your article would benefit from someone looking at the copy, please consider using a copy editing or language editing service before submission.