

“MANAGEMENT OF ORGANIZATIONS: SYSTEMATIC RESEARCH”

INSTRUCTIONS FOR AUTHORS

Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publisher reserves the right to reject or return manuscripts that are not prepared in accordance with these instructions.

Manuscript Requirements

Work submitted for publication must be original, previously unpublished, and not under consideration for publication elsewhere.

Articles should be no more than 10–15 pages in **length** (A4 size pages). The paper should be prepared using the **text preparation system** *Microsoft Word (Microsoft for Windows)* and the *Times New Roman font* (12pt, *single*). In case the paper exceeds the normal length, the Editors' consent for its publication is needed.

Requirements for structure. Articles submitted for publication in Journal **should include** the research aim and tasks, with detailed methodology, presenting literature overview on the research object, substantiation of the achieved results and findings, conclusions and a list of references. Manuscripts should be arranged in the following order of presentation.

First page:

- Title (no more than 10 words), autobiographical note (the author's full name, scientific degree, academic affiliation, address, telephone, fax and e-mail address). Respective affiliations and addresses of co-authors should be clearly indicated.
- A self-contained annotation in English of up to 250 print characters, describing the research.
- Up to five keywords, which encapsulate the principal subjects covered by the article.

Subsequent pages:

Introduction with a research object, target and methods indicated; main body of the text with headings; conclusions, a list of references.

Last page:

A self-contained abstract / summary / resume in English of no less than 3000 print characters, describing the research.

References. Documentation should be presented in author-date style, with all cited references collected in an alphabetical list titled “References.” This list should start a new page in the manuscript file. Every work cited in the text, notes, appendixes, tables, and figures must appear in the References. For two or more publications by the same author(s) in the same year, list them alphabetically by title and use 2003a, 2003b.

In text, for three authors, write out *all* the names the first time cited, and for citations thereafter use the first author's last name with “et al.” For four or more authors, use the first author's name and “et al.” every time.

Cite references in text by last name of author and year, usually in parentheses (e.g., Johnson, 1996, 1998; Yang, 1997a, 1997b; OECD, 2001; Knowles, Garces-Ozanne, 2003). If the name of the author cited is part of the text, only the date should appear in parentheses: “P. Johnson (1996) emphasizes this in his study; other views are also expressed by A. Becker (1991), D. Cleland et al. (1998), and W. H. Knight and P. B. Song (1999).” Examples of the proper format are as follows:

Journals

Lynne, G. D. (1999). Divided Self-Models of the Socioeconomic Person: The Metaeconomics Approach // Journal of Socioeconomics. Vol. 28, No.3, pp. 267-288. doi: [10.1016/S1053-5357\(99\)00017-7](https://doi.org/10.1016/S1053-5357(99)00017-7).

Books

Becker, G. S. (1991). A Treatise on the Family. 2nd ed. - Cambridge, MA: Harvard University Press.

Essay in edited collection

Cleland, J., Kaufmann, G. (1998). Education, Fertility, and Child Survival: Unravelling the Links / In the Methods and Uses of Anthropological Demography, ed. A. M. Basu and P. Aaby. - Oxford: Clarendon Press, pp. 128–152.

Working papers

Johnson, D. G. (1999). Agricultural Adjustment in China: Problems and Prospects. - Working paper, University of Chicago, Department of Economics.

Paper presented at a conference

Bai, N. (2001). March Forward to the City or Return Back to the Country: A Study of the Returned Rural Laborers. - Paper presented at the 2001 Labor Flow Conference, Beijing, July 4-6.

Dissertation

Meng, E. C. H. (1997). Land Allocation Decisions and In Situ Conservation of Crop Genetic Resources: The Case of Wheat Landraces in Turkey. - PhD diss., University of California, Davis.

Statistical data sources and internet sources

Statistical Office of Lithuania (1997). Statistical Yearbook of Lithuania. - Vilnius: Lithuania.

Statistics South Africa (1996). South African Population Census. Internet access: <<http://www.statssa.gov.za/census96/>>, [accessed April 16, 2006].

U.S. Department of Agriculture (1996). Agricultural Statistics of Former USSR Republics and Baltic States. Internet access: <<http://www.ers.uda.gov/data/sdp/view.asp?f=international/93009/>>, [accessed May 16, 2001].

Since June 2012, "Management of Organizations: Systematic Research" journal has emphasized using the DOI (Digital Object Identifier) when referencing articles. The DOI is unique to an individual work. Usually only journals and some online books are assigned a DOI, other types of reference do not have a DOI.

When article is assigned a DOI:

Linhares, A., Brum, P. (2007). Understanding our understanding of strategic scenarios: What role do chunks play? // Cognitive Science. Vol. 31, Issue 6, pp. 989-1007. doi:10.1080/03640210701703725.

When article is not assigned a DOI, provide holding database home or entry page URL.

Tables. Each table should be numbered consecutively, with a descriptive title and cited in numerical order in the text. Each column must have a heading describing the data in the column below. Footnotes and accompanying explanatory material should be kept to a minimum. Prepare tables in a consistent manner and as simply as possible.

Figures. Figures should be numbered in the order mentioned in the text. Letters, numbers, and symbols should be clear and of sufficient size to be legible in the event figures must be reduced. It is possible you may be asked to revise figures as part of your manuscript revision. The pictures and figures should be prepared in black and white colors. They are accepted only in: tif, jpeg, gif, cdr, bmp, eps, doc, rtf or xls formats.

Editorial Policy

Evaluation of manuscripts. Manuscripts will be considered for appropriateness to the Journal by the Editorial Board. Those manuscripts considered appropriate will be sent to outside experts for review; those not appropriate will be declined outright. The manuscripts are evaluated by Scientific Editor, who recommends either accept, reject, or return the manuscript to the authors for revision. The Journal practices a double-blind peer review system. Request for revision does not guarantee the article will be accepted for publication.

The journal does not have article processing charges (APCs) nor article submission charges.

Offprints. Each author will receive 1 complimentary copy of the issue in which the manuscript appears. Authors must pay for any additional copies they wish to order.

Notice of acceptance. The corresponding author for a manuscript accepted for publication will receive a formal letter of acceptance and production schedules.

The manuscripts could be sent by e-mail:

orgvad@evf.vdu.lt