

Management Consulting Journal

Author Guidelines

V5 February 2022

Management Consulting Journal comprises articles about management consulting – its role and practice. Each issue contains around four articles and a few shorter pieces.

Submissions

If you would like to submit a proposal for the journal, please send an outline or summary to the editor at editor@managementconsultingjournal.com with 'Management Consulting Journal' in the subject header.

The articles must not have been previously published, nor be in submission to any other journal (printed or electronic).

Please send your article in the document template provided on the Journal website

Copyright

The Management Consulting Journal owns the copyright of papers and articles published in the Management Consulting Journal. Authors are required to acknowledge this.

Literature Review

Although a full literature review is not required, we expect an article to link to published knowledge, and submissions to engage with active debates in the consulting field and existing models and concepts. We expect the article to include some context-setting and justification of the paper's importance, and how the insight it contains came about. Authors should say if comments are their own opinion or are implied or shown by data.

Confidentiality/Anonymity

Authors are allowed to anonymise consulting firms, client organisations, and individuals in submissions. This may help authors focus on noteworthy practice and its wider applicability to the sector.

Article Length

Articles should be between 4,000 and 6,000 words.

The Journal will also include some consulting shorts of between 1,000 and 1,500 words. Consulting shorts are, for example, for short reports on work in progress or specific innovations and experiments which, although not yet fully trialed, may be of interest to consultants. A consulting short may lead to fuller articles in due course or may simply report points of interest which would not be suitable for a longer article.

Funding Acknowledgement

If you are writing about funded research, please give the name(s) of the funder(s).

Payment

The Management Consulting Journal does not pay for articles.

Editorial Process and Timetable

We will acknowledge receipt of your articles and let you know whether the editor has decided that your article is suitable and ready for peer review or not. If not, we may ask for revisions and re-submission. Peer review can take up to six weeks or more depending on the availability of reviewers. Suitability outcomes are:

Accepted – no need for significant revision. Please note if accepted your article may be sent for copy-editing and you may receive queries. We will send you the final version of your article and ask you to confirm it can be published.

Needs Revision – we will provide details.

Not accepted – we will provide details.

Peer Review

Papers which the editor considers potentially suitable for the Management Consulting Journal will be reviewed, usually by one or two members of the editorial board. The editor will make the final decision about publication.

We are eager to support authors and encourage submissions from new writers, whether early career researchers or others who have not previously written for a journal. In order to maintain high standards, we will notify peer reviewers when a paper is written by a novice author and expect them to be constructive and encouraging in their comments, whether favourable or otherwise.

Peer reviewers will see the author's name. The editor has discretion about whether or not to pass their comments to the author, but you will not be told the identity of reviewers.

Style Guide

All submissions must use the following style guide. Please do not use any extra special functions in your word-processing program: e.g. include, 'style' functions in any part of the submission (e.g. to create headings or reference lists); 'review' function to insert comments in the text; 'footnotes' or 'endnotes' options for making a reference list. In general, avoid any but the most basic formatting.

Format:

- Single spaced
- A4, portrait orientation, standard margins
- Aligned left – do not justify text to the right
- Font: Arial, black – no coloured text
- Headings: Bold, size 14. Do not number headings.
- Sub-headings: Bold, size 12
- For emphasis through text use bold or italics
- Use 'single quotation marks' if referring to a document
- Use UK spelling

Header/Footer

Do not add to the 'header' section of the document. In the footer, plain page numbers may be added, but no text. Use footnotes sparingly and keep them short.

Charts, Tables, Images, and Figures

Include these within the text, placed where you want them to appear. Use a logical numbering sequence and title for each.

- Charts that originate in Excel need to be recreated by our designer, so please use them only sparingly to illustrate key issues.
- Images such as photos must be saved at no less than 100 dpi resolution before you insert them into the document. If you are not the copyright holder, you must get permission from the owner to use the photo in our publication, and are responsible for any consequences if you have not done this correctly. References for these must be included immediately below once inserted.
- Lists should be auto-numbered or bullet-pointed. Please do not create lists with self-inserted tabs or spaces. First word in upper case. No 'or', 'and', or full stop at the end of a bullet.
- Numbers should be spelled out one to ten. Use numerals for 11 and above. For dates use 1 and 2 rather than 1st and 2nd. Use % rather than 'percent'.

Verbatim Quotes

Ensure that the quoted words of research subjects could not be used to identify individuals. If you are not sure, do not use them. For lengthy quotes, ensure you have permission to use them, and reference appropriately.

If the quote runs over more than two lines, make it a separate paragraph, indented once from the left. Identify indirect or paraphrased speech with 'single quotes'.

Abbreviations and Acronyms

Spell out in full at first use, with the acronym in brackets, such as Marylebone Cricket Club (MCC). Thereafter just use the acronym. There is no need to spell out an acronym which is widely familiar, e.g. UK, MP.

References

Please use Harvard reference system for all sources cited in your article, in both article text and at the end of your article, only including references that are cited in your text. The list should be in alphabetical order by (first) surname. If a reference includes a weblink, please link to the page featuring the document, rather than directly to an open PDF online. Links which fail after publication cannot be updated.

When referencing a book, report, or journal article, do not add a link to it in the main text (only do this in the 'References' section as noted above). However, if your article references an item on the web which is not published in a book or journal, add a weblink in brackets after the text (e.g. 'for example in her blog post (weblink)').

Please do not add any internal hyperlinks to other parts of your article or references.

Acknowledgements

Put any acknowledgements in a separate section at the very end of the article.