Journal of Management, Spirituality and Religion (JMSR)
Guidelines for Final Manuscript Submission

Preparing the Final Version of Your Accepted Manuscript

After your Associate Editor has made a Provisional Acceptance decision, the manuscript moves to the Editor-in-Chief (EIC).

1. The EIC will review your manuscript and may contact you about minor editorial changes designed to speed up the production process.

2. Prepare the final version of your manuscript as an MS Word document.

3. Headings and sections
   Please use only three levels of headings:
   - Level 1 (Main Headings): Centered, boldface, ALL CAPITAL LETTERS.
   - Level 2: Flush left, boldface, Title Case.
   - Level 3: Indented, boldface, italicized, Sentence case, and run directly into the paragraph text.

   Note: Do not number section headings. Don't skip steps: no second-level headings before you use a first-level heading, for instance. Use second- and third-level headings in sets of two or more.

4. Check that the final version of the manuscript is:
   - Formatted with consecutive page numbers.
   - Prepared in accordance with the latest edition of the APA Publication Manual; see this APA style guide (with examples).
   - Accompanied by a verified, active, and hyperlinked DOI for every reference where available (including journal articles, books, and book chapters).

5. **Note:** Manuscripts may be checked to compliance with APA guidelines and reference accuracy. Manuscripts with fabricated or unverifiable references may be rejected, and those with missing DOIs may be returned for correction. **Any significant changes or editing required at the production stage may incur a copy-editing fee of US$250.**

6. Prepare a Title Page containing:
   - Title of manuscript
   - Author name(s), affiliation, address, telephone number, and e-mail address for each contributing author. Please identify the corresponding author.
   - Acknowledgments (optional).
   - An abstract of 150 words that provides a brief, comprehensive summary of the article's contents (keep details to a minimum) as well as a good idea of the benefits to be gained from reading the article. A good rule of thumb is to include key information about each major outcome or finding in your article. Please remember that with computerized abstracting services, a large audience can access your abstract. Thus, a well-written abstract can stimulate reader interest and "sell" your article.
   - 5-7 keywords for database searches (including three from the JMSR

required list) that accurately and specifically describe the manuscript's primary topic(s). KEYWORDS ARE CRITICAL for finding your work in databases—choose them well!

- If your article is part of a Special or Themed Issue, on the Title Page, please add the appropriate acknowledgment:
  - For Special Issue: "This article is part of the Special Issue "[Special Issue Title Here]."
  - For Themed Issue: "This article is part of the Themed Issue "[Themed Issue Title Here]."

7. Note the desired placement of tables and figures within the text but do not embed them in the text of the manuscript. Include them on separate pages following the text or as separate files. Label each of them in the sequence that they should appear in text and provide captions or titles.

8. Ensure that all figures are of high resolution (greater than or equal to 300 dpi). If you are submitting photographs, please provide jpeg or TIFF files. (Images and photographs lose resolution when embedded in Word documents and may display blurry or pixelated in the final publication.) If diagrams etc. have been created in PowerPoint, please include the PowerPoint file.

9. All Tables must be submitted as editable files in Word so the Production Editor can reformat them in the JMSR font and style.

    - Please note that JMSR is only published online, so figures etc. may include color.

The use of generative AI in manuscripts

1. Authors must declare the use of generative artificial intelligence (AI) and AI-assisted tools in the production of the manuscript.

2. Authors need to carefully review and edit their manuscript as authors are ultimately responsible and accountable for the contents of the work. AI technologies cannot be attributed in authorship.

Disclosure instructions

3. The use of generative AI and AI-assisted technologies in the creation of the manuscript must be disclosed by adding a statement at the end of the manuscript, just before the References list. The statement should be placed in a new section entitled 'Declaration of Generative AI and AI-assisted technologies in the writing process'.

    - Statement: The author(s) used [NAME TOOL / SERVICE] in order to [REASON]. The author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

4. If there is nothing to disclose, there is no need to add a statement.

5. See our AI policy at https://www.iamsr.org/journal/information-for-authors/

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- has not been published elsewhere.

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Submitting the Final Version of Your Accepted Manuscript

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3. Please address all questions to the EIC at: kathryn.pavlovich@waikato.ac.nz

Thank you for your support of JMSR. We look forward to the publication of your manuscript.