Journal of Management, Spirituality and Religion (JMSR)

Author Submission Guidelines

Submitting a Manuscript

- Authors need to submit their manuscripts (in Word format) to the online ScholarOne submission system at https://mc.manuscriptcentral.com/rmsr
- Please upload a title page with the contact details of all authors. Please also make sure that you answer all the manuscript- and author-related questions in the system.
- Authors should prepare their manuscripts so they are not able to be identified. Authors should avoid specific references to themselves or to their own work in the manuscript and should anonymize the author designation encoded in Word files and ensure that all 'Track Changes' are removed from the manuscript.

Manuscript Preparation Guidelines

- Submissions should generally not exceed 10,000 words (including references), although in special cases longer versions may be accepted.
- Manuscripts should be accompanied by an abstract of 150 words (maximum); along with three mandatory keywords from the JMSR ScholarOne keyword list, and three keywords of the author's choice.

Formatting

- Within the manuscript, text should be formatted as double-spaced in 12-point Times New Roman font. Tables may be single spaced and in smaller fonts, if necessary, for formatting. Use footnotes sparingly.
- Organize the manuscript by using primary, secondary, and tertiary headings, rather than numbered headings.
- Add each table or figure on separate pages at the end of the manuscript after the references, rather than inserting these directly in the text. Include a reference in the manuscript (i.e., Insert Table 1 about here) in the appropriate place. There is a maximum of six tables/figures to include with your manuscript, so please prioritize what is important.
- US or UK spelling can be used, but please be consistent within the manuscript.
- References in the manuscript should follow the latest APA guidelines; see this APA style guide (with examples).
- Please also include the DOIs of references.

The use of generative AI in manuscripts

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

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

Reminders…

Please ensure that your manuscript:

- is not plagiarized in any way;
- is the original work of the author(s);
- is not currently under review with another journal; and
- has not been published elsewhere.

Check that APA guidelines have been followed, references are correct, and any use of generative AI is disclosed.