

Drake Management Review

<http://www.cbpa.drake.edu/dmr/home.htm>

Research Article and Case Study Submission Guidelines

Document Format

- MS Word 97-2003 (.doc) format, letter size, one inch margins
- All tables, figures, and text should fit in the 6.5” page width. Use landscape page format for any individual tables and figures that do not fit in the regular page width.
- Submissions will typically be between 5,000 and 10,000 words, but may be longer if it is necessary to fully present and discuss the study’s results.

Page Format

- Use Times New Roman font for all headings, text, tables, figures and footnotes
- Article title – 18pt, bold, upper/lower case, centered (followed by two blank lines)
- Author name – 14pt, bold, upper/lower case, centered (Multiple authors should be side-by-side, centered)
- Affiliation – Under author name, 14pt, italics, upper/lower case, centered (followed by two blank lines)
- Abstract heading – 14pt, bold, all caps (followed by one blank line)
- Abstract text – 11pt, italics (followed by one blank line)
- Subject(s) – choose one (or two for interdisciplinary research) of the DMR subject keywords (accounting, actuarial science, business and society, business law, economics, electronic commerce, entrepreneurship, finance, human resource management, international business, information systems, insurance, operations management, marketing, public administration, strategic management); the word Subject should be 12pt, bold, and the keyword(s) 12pt, normal; example **Subject:** Finance (followed by two blank lines)
- Heading 1 (for example, introduction or conclusions) – 14pt, bold, all caps (two blank lines before)
- Heading 2 – 14pt, bold, upper/lower case (one blank line before)
- Heading 3 – 12pt, bold, italics, upper/lower case (one blank line before)
- All text – 11pt, normal, left justified
- Paragraphs should not be indented and should include a blank line before and after each text paragraph
- All pages should be numbered on the bottom right using 1, 2, 3, etc.

Manuscript Section Sequence

- Title
- Author (s), affiliation(s)
- Abstract
- Subject(s)
- Text (Research Article) – research articles usually include sections for introduction, literature review, methodology, findings, and conclusions
- Text (Case Study) – case studies usually include sections for organizational background, case description, conclusions, and current challenges
- Acknowledgements (if necessary)
- References – APA style (examples below), single space, left justify, blank line between references
- Appendices (if necessary) – name appendices using Appendix A, Appendix B, etc.

Footnotes

- Footnotes should be numbered 1, 2, 3, etc.
- Footnotes should appear at the bottom of the page that includes the footnote. Footnote text is 10pt, normal

Text References

- Single author (Last name, year)
- Two authors (Last name & last name, year)
- More than two authors (Last name, et al., year)

Tables and Figures (example below)

- Table column headings – 11pt, bold, centered text, 25% gray background shading
- Table row headings – 11pt, normal, left justified
- Table/figure notes – 10pt, normal, left justified, directly under table or figure
- Table/figure captions – 11pt, italics, left justified
- Tables and figures should each be numbered Table 1, Table 2, etc. and/or Figure 1, Figure 2, etc. in the order they appear in the paper
- Align and space table data as needed within table cells

	Column Heading	Column Heading
Row heading	99.99	99.99
Row heading	99.99	99.99

Notes: include notes here in 10pt, normal font

Table 1. Table title.

Reference Examples

Journal article

Smith, J. T. (2010). The changing role of auditors: Impact and implications. *Drake Management Review*, 1(1), 1-20.

Authored book

Smith, J. T. (2010). *Readings in Behavioral Finance*. City, State: Publisher.

Edited book

Smith, J. T., & Jones, A. M. (Eds.) (2010). *Readings in Behavioral Finance*. City, State: Publisher.

Book chapter

Smith, J. T. (2010). Technology and strategic management. In A. M. Jones (Ed.), *Electronic commerce in the future* (pp. 1-20). City, State: Publisher.

Website

Smith, J. T., Jones, A. M., & Miller, R. S. (2010). Impact of online channels on consumer purchasing. *Online Publication Name*, 1(1), 1-20. Retrieved March 1, 2010, from <http://www.journalname.com/page.htm>

Web page with no author

Web page title. (2010). Retrieved March 1, 2010, from <http://website.com/folder/page.htm>

Newspaper article

Smith, J. T. (2010, March 1). Public policy and taxation. *Newspaper Name*, 1-20.

Paper presentation

Smith, J. T., & Jones, A. M. (2010, March). *Paper presentation title*. Paper presented at the meeting of the Association Name, City, State.

Interview (not included in references, only used as reference in text)

(B. Williams, personal communication, March 1, 2010)

Refer to APA style for other reference formats.