

International Journal of Agricultural Management

Guidance for contributors

Relevance

The first test for any submission will be its relevance to the purpose and objectives of the Journal:

The **purpose** of the Journal is to provide an international forum and source of reference for those working in agricultural management and related activities, including social, economic and environmental aspects of food production and rural development. Its **objectives** are:

1. To survey and report agricultural business management in its widest sense, including the application of existing and innovative methodologies to the analysis of production, marketing and agricultural merchandising throughout the whole supply chain, and the diverse use of agricultural resources to support and supplement rural household income and the rural economy.
2. To encourage the transfer of agricultural management principles across geographical, cultural, social and national boundaries, to the benefit of rural populations in both poor and rich economies.
3. To report developing pressures on agricultural and rural resources around the world; the challenges arising from those pressures; and the consequent opportunities for managers of land-based industries.

Various types of contribution will be considered for publication, including:

- Articles based on original research, submitted for peer-review (up to 6000 words);
- Reviews of 'state-of-the-art' of research in relevant arenas, again subject to peer-review (up to 6000 words);
- Reviews of 'state-of-the-art' in agricultural or related practice (up to 5000 words);
- Case Studies of innovative practice, including evaluation of results (up to 3000 words);
- 'Viewpoint' articles taking a particular standpoint on current issues, and encouraging response from readers (up to 1500 words);
- Professional updating pieces (e.g. in rural policy, market trends, managerial practice) (up to 3000 words);
- Book reviews (up to 1000 words);

Publishing standards

We adhere to the Code of Conduct and Best Practice Guidelines of the Committee on Publication Ethics (COPE) (<http://publicationethics.org/resources/code-conduct>) . Issues such as disputes over authorship, conflicts of interest, ethical concerns, and suspected misconduct of authors, reviewers or Editor, will be dealt with by following the appropriate COPE flowchart (<http://publicationethics.org/resources/flowcharts>).

Detailed notes

General

1. By submitting to IJAM, authors acknowledge and accept that submissions will be considered for publication on the basis that:
 - a. all work is original, is not being considered or reviewed by any other publication and has not been published elsewhere in the same or a similar form;
 - b. all authors are aware of, and have consented to, the submission to IJAM;
 - c. due regard has been paid to ethical considerations relating to the work reported;
 - d. the work contains no defamatory or unlawful statements.
2. Refereed articles are double blind reviewed by specialist referees.
3. Authors who wish to reproduce material from previously published sources, or where the copyright is owned by a third party, such as tables or images, must obtain written permission from the copyright holder (usually the publisher) and the author(s)/artist(s) of the original material. The caption must include a relevant credit to the copyright holder. Copyright is required for use in all formats (including digital), in perpetuity and in all geographical regions worldwide.

Submission

1. Articles for publication must be submitted via the IJAM portal : <http://www.editorialmanager.com/i-j-a-m/default.aspx>. You are welcome to send a summary of a proposed paper to the Editor for comment.
2. Manuscripts should be submitted in good English.
3. Articles should be typed using A4 paper size, 1.5 line spacing, left-hand justification and a 12 point typeface (Calibri preferred), with 2.5cm margins all round. Pages and lines should be numbered throughout. Footnotes should be numbered.

Each article should be accompanied by the following additional information:

- a. The author(s) names and affiliation(s)
- b. Short biographical notes of all the authors (3 or 4 sentences). These will eventually be published at the end of the article
- c. The name and contact details (email, phone, fax and postal address) of the corresponding author.
- d. Acknowledgements (including information on grants received)
- e. A shortened title to use as a header when the paper is published

- f. The number of words of the article (excluding tables and references).
 - g. A statement that the work is all original research carried out by the authors (research papers only)
 - h. A statement that the article is not being considered for publication elsewhere while it is being considered for publication in this journal
 - i. Specification of the article's category from the list above (e.g. peer-reviewed research article, non-peer-reviewed technical review, book review, etc).
4. Articles should be concise and, except in exceptional circumstances, should not exceed the word limits specified above. Neither the authors' names nor any of the above details should be shown on the paper. The title should be brief and descriptive, and in 'sentence' case (capital letters used only for the first word and any proper nouns).
 5. An abstract of 100-200 words should be provided. This should indicate the aim of the article, the methods and principal results (if appropriate), major points of discussion and conclusions.
 6. A maximum of 6 keywords should be provided, ideally not repeating words in the title.
 7. References should be listed in alphabetical order of first author, and should include name and initials of author(s), year of publication (**in brackets**), followed by either (in the case of articles), *title of periodical*, volume number, issue number, first and last page references and DOI (Digital Object Identifier); or (in the case of books and reports), *title of book*, edition number, publisher, place of publication, first and last page references. Website references should include publisher, title date of publication and date of most recent access. A very comprehensive and easy-to-use guide to referencing can be found at <http://libweb.anglia.ac.uk/referencing/harvard.htm> - but note that IJAM's house style requires brackets around the date of publication.

Please note the requirement for all articles in the reference list to include the DOI (shown variously on the article itself, the publisher's website, and bibliographic databases such as Web of Science, Scopus and Google Scholar). This enables readers of your article to link directly from its reference list to a full text copy. Some journal articles (such as those in the old Journal of Farm Management and Volume 1 of IJAM) do not carry DOIs, but these will be in a small minority.

8. Acknowledgement of contributors (excluding any listed authors) is welcome. Examples of those who may be acknowledged include people who have provided technical assistance or critical feedback on earlier drafts, including (where relevant) the anonymous journal reviewers.

Presentation

9. Articles must be submitted in UK English, with accurate grammar and spelling, conforming to the Oxford English Dictionary. Non-English expressions (e.g. *ceteris paribus*; *laissez-faire*; *et al*) should be in italics. For inline quotes use single quotation marks; displayed quotes should be indented and italicised. Authors writing in English as a second

language, and who do not have access to a native English speaker to proof-read their work, are recommended to make use of a language polishing service such as that offered by Charlesworth at <http://www.charlesworthauthorservices.com/?rcode=IJAM001>. This will register you as an IJAM author and eligible for a discount.

10. For headings and sub-headings, capital letters should only be used for the first letter of the first word (and for any proper nouns contained within the heading). There is also a maximum of four levels of heading that can be used. For example:

1. Level 1 heading

Level 2 heading

Level 3 heading

You must leave a line space below each heading. Only Level 1 headings should be numbered.

11. Tables, graphs and diagrams should be as simple as possible and restricted to essential explanations. If colour is used, it should be possible to interpret graphics easily when printed in black and white. Legends for tables and figures should be in the following formats:

Table 1: Comparison of net profitability

Figure 3: Trends in crop yields 1990 to 2000

Tables should adhere to the following conventions:

- Header row in bold;
- Headings left justified (unless the table contents feature numbers in the same format throughout – use centre justification in this instance);
- Footnotes in superscript with a full stop at the end of each one.

12. If your submission is accepted for publication, you will be asked to supply separate text and graphics files, with legends provided as separate text at the end of the article, and the position of images indicated at appropriate points by 'Table 1 near here', 'Figure 3 near here', etc. As a guideline, illustrations should be submitted at the following minimum resolutions:

Types of illustration	Minimum resolution
Full colour	300dpi (dots per inch)
Half tones	350-400dpi
Slides or transparencies	600dpi
Simple line	800dpi
Fine line	1200dpi

Ideally, illustrations should be sized as closely as possible to their intended published dimensions, but please ensure, in the event of re-sizing, that figure legends and detail will still be legible.

Appropriate file formats for different forms of illustration are indicated below:

Photograph	TIFF, EPS or JPG (GIF or PNG are acceptable)
Line drawing	TIFF or JPG
MS Excel chart	Excel file (or unlocked Object in MS Word)
MS Powerpoint figure	Powerpoint chart
MS Word drawing	MS Word file (may be redrawn in production)

13. For bulleted lists, don't use an initial capital and use a full stop only on the last item – however, if there are a number of sentences in each list point, use a full stop at the end of each list point.
14. Items in both bulleted and numbered lists should start with a capital letter and close with a semicolon, except for the final item which should close with a full stop (period).

Units

15. Measurements of length, height, weight, and volume should be reported in metric units (metre, kilogram or litre) or their decimal multiples. Temperatures should be in degrees Celsius.

Scientific measurements should be given in SI units. Insert a space between the number and the unit (e.g. 50 A).

If using the percentage symbol this should be used next to the number without a space (e.g. 5%)

Numbers under 10 should be spelt out, except for those attached to units (e.g. 5 kg).

Commas should be used as dividers in large numbers (e.g. 6,000).

16. Mathematical variables should be italicised. Subscripts and superscripts to variables should be roman, unless they are variables. In differential equations the derivative 'd' is roman to avoid confusion with variables, e.g. dx or dy. If using Microsoft Equation Editor or MathType, ensure that variables are italic and not roman.
17. The first mention of a monetary value should be accompanied by a footnote¹ giving a conversion into other currencies at a specified date – preferably the date of submission. The conversion should take into account GB pounds sterling (£), US dollars (\$US) and euros (€), as well as local currency if essential.

¹ For instance: "At the time of writing (mid-June 2012), \$NZ1 was approximately equivalent to £0.51, \$US0.78, and €0.63."

After acceptance

18. Proofs will be supplied by email to all authors. Proofs are for checking and making essential typographical corrections only, not for general revision, alteration, or changes to illustrations. Instructions for return of proofs will be included in the accompanying email notification, and proofs must be returned within the timeframe specified. Proofreading is solely the authors' responsibility.
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