

## TITLE OF YOUR SUBMISSION

Please use Times Roman 12-point font, double spacing, and 1-inch (2.5 cm) margin all around. Follow the [Academy of Management Journal's Style Guide](#) to draft your submission.

AUTHOR NAME\*

Affiliation

Full Address of Affiliation

Telephone Number

Email

\* Place asterisk after the author's name if the author is a Higher Degree Research student or Early Career Researcher (within five years of PhD). Use this footer space to indicate which category (HDR or ECR) is applicable.

## **THEORETICAL BACKGROUND**

This section should summarize the theoretical background of your research; one or two paragraphs should be sufficient. Use this space to introduce the research topic to the reader. Provide some background for your study, and describe the problem the research is intended to address. Keep the content brief and to the point. Remember that your entire submission cannot exceed five pages; the theoretical background, the primary research question and the hypotheses must be presented in a single double-spaced page.

## **HYPOTHESES**

If your research includes formal hypotheses, list them here. You have limited space, so focus on the hypotheses that are most important to your research; include the hypotheses that make the greatest value-added contribution. These sample hypotheses illustrate the format:

*Hypothesis 1: Assigning weekly homework in a statistics class increases scores on course exams.*

*Hypothesis 2: Cheating on the weekly homework in a statistics class reduces scores on course exams.*

If you are conducting inductive research, you may not have formal hypotheses. In that case, use this space to present additional detail on your research questions.

## METHODS

The method section tells the reader who participated in the research and how the data were collected. If you haven't collected your data yet, describe the methods you expect to use. You only have three or four pages to describe the methods *and* the results, so you'll need to be succinct!

### Participants

This section describes the source of the data – the people, the organizations, and/or the archival sources that you used to access data. For example: We recruited 1150 undergraduate students from the University of Clowning. The students responded to advertising flyers placed in the campus bookstore and café.

### Procedures

Use this section to explain your data collection procedures to the reader. Did you run an experiment, conduct a survey or interview people on the street? Provide enough detail so that the reader understands what information you have and how you got it!

### Measures

Include the measures you used (or will use) to test your hypotheses or address your research questions. This sample illustrates the format:

***Clowning Activity Scale.*** Activity related to clowning was assessed using the Clowning Activity Scale (Big Nose, 1995). This instrument includes 25 items ( $\alpha = .82$ ) and uses a Likert scale (1 = not at all; 5 = 50 or more times) to report clowning activity over a single week.

Depending on your methodology, you may or may not have formal measures to report. If you don't have measures, you can use this space to describe the questions in your interview protocol or the procedures you used to code archival data.

## RESULTS

Use the Results section to explain the analyses you used (or plan to use) in your research. Explain why and how these analyses are appropriate to your investigation – how will these analyses enable you to answer your research questions or test your hypotheses?

Tables and figures are great, but please include no more than 3 tables/figures with your submission. Use the [Academy of Management Journal's Style Guide](#) to format the tables and figures, and include clear headings. The tables and figures should appear at the end of your submission (do not embed them in the text).

Check your submission length here! Your submission cannot exceed five pages of content (but the title page, references and tables/figures do not count in that limit).

Submissions that exceed these page limits will be returned to the author!

## REFERENCES

Only a handful of references are required for this submission – please limit the references to a single page. Include only the key references most relevant to your research. References should be listed alphabetically by author and follow the [Academy of Management Journal's Style Guide](#). Here's a sample reference list:

Dutton, J., Bartunek, J., & Gersick, C. 1996. Growing a personal, professional collaboration.

In P. Frost & S. Taylor (Eds.), *Rhythms of academic life*: 239–248. London: Sage.

Granovetter, M. S. 1965. *Getting a job: A study of contracts and careers*. Chicago:

University of Chicago Press.

Nonaka, I. 1991. The knowledge-creating company. *Harvard Business Review*, 69(6): 96–104.

Shrivastava, P. 1995. The role of corporations in achieving ecological sustainability.

*Academy of Management Review*, 20: 936–960.