

## Submission Guide for English manuscript Transcultural Management Review (TMR), Issue No.20

### 1) Policy

All manuscripts should attempt contributions to the research area of transcultural management and related areas. All manuscripts must not have been previously published and not be accepted for publication elsewhere.

### 2) Submission Manuscript

We have received four types of manuscripts which are; articles(研究論文), research notes(研究ノート), case studies(ケーススタディ), and perspectives (評論). Author(s) should identify your attempted manuscript type when the first submission takes place. Articles making strong contributions to the research area of Transcultural management should be no more than 6,000 words. Word count includes everything: abstract, text, endnotes, references, tables, figures and appendices. Research notes and perspectives also should be under 6,000 words. If reviewers assess a manuscript makes a limited contribution, we may accept a manuscript as a research note instead of an article with advance notice to author(s). Case studies are different from articles and research notes in that the contribution either describes real business practices or more limited in its contributions. Case studies should be under 3,500 words included text, endnotes, references, tables, figures and appendices. Perspectives should have implications for academic studies, educational fields, and business practices regarding the subjects of history, policy, and current affairs. They do not need to have strong theoretical implications and rigorous data analysis. They should be under 6,000 words. For any of the types of manuscript, a single figure, table, or appendix should be counted as 150 words.

**Submission deadline for Issue No.20 is 30<sup>th</sup> of June, 2023**

### 3) Style Guide

- All pages should be B5 sized.
- Margins should be 20mm (2.0cm) at the top, bottom, and sides of the page.
- Font type should be 12-point Times New Roman throughout the document.
- Single-space all body text, including abstract, references, endnotes and appendices.
- Use one space, not two spaces, between sentences.

- Manuscript text should be left-aligned.

#### 4) Title, author's information, abstract, and keywords

Title of manuscript, author's information, abstract, and keywords are placed before body of the paper. Do not create separated pages. A manuscript starts with a title of the paper. Under the title, author(s)'s affiliation, full name should be addressed. The information should be left-aligned. For example:

The Corner Stone of Transcultural Management and its Organization  
Professor, College of Business Management, ABC University  
Ichiro Suzuki

Under the information above, abstract and keywords should be placed. For example:

<Abstract>

.....

<Keywords>

Transcultural, Organizational Identity, etc.

The abstract should be up to 100 words in length. Author(s) should choose five keywords that describe a paper for indexing and for searches in your manuscript.

#### 5) References and endnotes

The reference list should follow the notes at the end of the manuscript in alphabetical order by author name. The following are examples of proper form:

Journal/periodical articles

Pettigrew, Andrew M., "On Studying Organizational Cultures",  
Administrative Science Quarterly, Vol.24, 1999, pp.570-581.

Book

Trompenaars, Fons, Riding the Waves of Culture, London: Nicholas Brealey, 1993.

Journal/periodical articles (in Japanese)

馬越恵美子 「異文化コミュニケーションと異文化マネジメント」『マネジメント・コミュニケーション研究』第 3 号、2003 年 3 月、3-20 ページ。

Book (in Japanese)

馬越恵美子 『異文化経営論の展開』、学文社、2000 年。

Use endnotes instead of footnotes. The endnotes should be placed before the reference list. The following are example of proper form:

.....1)

<Endnotes>

1. See Tanaka (2000).
2. Tanaka(2001) suggests that . . . . .

6) Title, author's information, abstract, and keywords **in Japanese**

Title of manuscript, author's information, abstract, and keywords in Japanese are placed the end of the manuscripts (under the reference list). The Japanese information starts with a title of the paper. Under the title, author(s)'s affiliation, full name should be addressed. For Japanese document font type should be 10-point Minchoutai (明朝体 10 ポイント). For example:

異文化経営と組織  
ABC 大学経営学部教授  
鈴木 一郎

Under the information above, Japanese abstract and keywords should be placed. For example:

<要旨>

.....

<キーワード>

異文化, 組織アイデンティティ,.....

The Japanese abstract should be up to 400 characters(400 字) in length.

7) Others

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