

# MANUSCRIPT PREPARATION FOR INITIAL SUBMISSION

## POSITIONING STATEMENT

The *Journal of Personal Selling & Sales Management* is positioned as the premier journal internationally that is devoted exclusively to the publication of peer-reviewed articles in the field of selling and sales management. Many related topical areas are welcome for review by *JPSSM*, including but not limited to account management, organizational buyer–seller relationships, technology in selling and account management, leadership in sales organizations, interface of sales and marketing (and other functional areas), sales channels, alliances and partnerships, customer relationship management, and database management in buyer–seller contexts. Issues specific only to retail store settings are generally best served by other journals. Queries by authors regarding whether their topic is an appropriate fit for the scope of *JPSSM* may be sent to the Editor by e-mail prior to submission of a manuscript for review.

## HOW TO SUBMIT YOUR MANUSCRIPT

All new submissions to the *Journal of Personal Selling & Sales Management* should be made using the online submission and peer review system ScholarOne. Registration and access is available at <http://mc.manuscriptcentral.com/jpssm/>.

## FORMATTING

*File format:* MS Word. NO PDFs please.

*Font:* Times New Roman, 12 point type.

*Text:* Double-spaced, left-justified, with 1-inch margins on all sides, page numbers at the bottom center, and no header/footer.

*Page Maximum:* 50 pages, properly formatted and inclusive of title, abstract, keywords, text, appendices, tables, figures, footnotes, and references.

## ORDER OF INCLUSION

For initial submissions, two files have to be uploaded:

### FILE 1: Title Page and Author Information

**First Page:** Title of paper, name and affiliation of author(s), each author(s)'s *complete* contact information (complete postal address, phone number, fax number, and email address). *Manuscripts received without complete contact information for each author will be desk rejected.*

**Second Page:** A brief biography for each author limited to *only* the following information: name, highest degree held and awarding school, current title or position, current organization or institution, and email address. Example: William L. Cron (Ph.D., Indiana University), Professor of Marketing, M.J. Neeley School of Business, Texas Christian University, [b.cron@tcu.edu](mailto:b.cron@tcu.edu).

Do not include information on prior publications, courses taught, organizations consulted, etc. (i.e., limit information to only the above). The email address of each author *must* be included.

If you have any acknowledgments, please place these on the second page under the brief author biographies.

### FILE 2: Main Document (Important: No author identification should appear in this file.)

**First Page:** Title of paper without names of the author(s) and a brief abstract of no more than 200 words summarizing the article. Be sure the abstract walks the reader through major aspects of the article. Below the abstract, provide 4–6 keywords central to the manuscript. Begin page numbering on this page, placing the numbers at the bottom center. This page will be Page 1.

**Starting with page 2:** Each new element should begin a new page: main text (body of text), appendices (if applicable), tables, figures, footnotes (if applicable), references.

Footnotes should be avoided. In an extraordinary case in which a footnote is needed, number it in the body of the text and place the note text just before the references.

The title of the paper should *not* appear again at the top of the second page. First-level headings (major headings) are to be centered; second-level headings are to be flush left; third-level headings are to be indented, followed by a period and the related copy beginning immediately thereafter. Headings should be in boldface type, in upper/lower case.

**Do not** begin with the heading “Introduction.” Of course, the first several paragraphs will be your introduction, but do not label it as such.

Manuscript should not exceed 50 pages including all text, appendices, tables, figures, footnotes, and references. Use standard 8 1/2 x 11 size pages.

Throughout the manuscript, use only one space after punctuation—*not* two. This includes after periods, colons, question marks, and other types of punctuation.

### Appendices

Technical appendices may be used to include mathematical or highly technical material that supports the main text but is not critical to the reader's interpretation of the text. Label these appendices “Appendix 1,” “Appendix 2,” etc. They must be referred to in the text of the article, but are not to be designated for placement (unlike tables and figures—see below).

### Tables and Figures

Each table or figure should be placed on a separate page and numbered consecutively beginning with Table 1 and Figure 1. A table or figure should not be included unless it is referenced in the text of the article. In the paper, tables come first followed by figures. Placement in the text should be indicated as follows:

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Place Table 2 about here

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Review a recent copy of *JPSSM* to see how to set up the format and titles for your tables and figures. Table or figure number and title should be typed on two separate lines in boldface type using upper/lower case. Example:

**Table 1**  
**Job Involvement Items**

Footnotes in tables and figures should be designated by superscript numbers that correspond to notes at the bottom of the table or figure (outside the box or line).

## References

References within the text should include the author(s)' last name(s) and year of publication with no comma immediately preceding the date, enclosed in parentheses. Example: (Brown and Peterson 1993). If practical, place the citation just before a punctuation mark, preferably at the end of a sentence. If the author(s)' names are used within the text sentence, place the year of publication in parentheses. Example: "The results reported by Brown and Peterson (1993) provide evidence of. . ." If a particular page or section is cited, it should be placed within the parentheses. Example: (Brown and Peterson 1993, p. 73) or Brown and Peterson (p. 73) depending on the context. For multiple authorship articles use up to three names in the citation. With four or more authors, use the first author's name and et al. Example: (Cravens et al. 1993) or Cravens et al. (1993), depending on the context.

A listing of references in alphabetical order should appear at the end of the manuscript (starting on a separate page), listed by the first author (last name/first name/middle initial), all other authors (first name/middle initial/last name), and then year of publication. *Complete names* of each author are to be cited. Do not use initials-only unless that author typically writes under initials-only. Example: list Cravens, David W. *not* Cravens, D.W. Articles by the same author(s) with the same publication year should be distinguished by a lower-case letter after the date. Example: 1992a and 1992b. For authors cited more than once, substitute six hyphens (dashes) for each repeated name in the reference list. Generally, within a series of articles by the same first author you will list any single-author papers first (ascending date order) followed by any two-author papers (also in ascending date order), then papers by three authors, four authors, etc. Examples:

- Churchill, Gilbert A., Jr. (1996), "Better Measurement Practices Are Critical to Better Understanding of Sales Management Issues," *Journal of Personal Selling & Sales Management*, 12 (Spring), 73–80.
- , Neil M. Ford, Steven W. Hartley, and Orville C. Walker, Jr. (1985), "The Determinants of Salesperson Performance: A Meta-Analysis," *Journal of Marketing Research*, 22 (May), 103–18.
- Rackham, Neil, and John DeVincentis (1999), *Rethinking the Sales Force: Redefining Selling to Create and Capture Customer Value*, New York: McGraw-Hill.
- Walker, Orville C., Jr. (1979), "Where Do We Go from Here? Selected Conceptual and Empirical Issues Concerning the Motivation and Performance of the Industrial Salesforce," in *Critical Issues in Sales Management: State-of-the-Art and Future Research Needs*, Gerald Albaum and Gilbert A. Churchill, Jr., eds., Eugene: College of Business Administration/University of Oregon, 10–75.

The second in a pair of page numbers should be elided as follows: DO–100–103; 125–37; 108–25; 150–59. DON'T – 100–3; 140–9.

## SPECIAL REQUIREMENTS: METHODS

For empirical articles authors must systematically document information about the sample(s) utilized, as well as the relationships among variables. With regard to the sample(s), complete information should be provided (concisely in the text or a table) about the sampling

procedure (type, selection method), method of contact, sponsorship (if applicable), incentives provided to participants, number in the sampling frame, response rate, industries from which the sample was drawn, company characteristics, geographic scope of the sampling frame, major activities/job responsibilities represented, as well as respondent characteristics including age, gender, length of service, experience level, and any other relevant characteristics. Authors with manuscripts based on research using student samples need to contact the Editor prior to submission to determine if their use of students is acceptable to *JPSSM*. It is expected that means, standard deviations, inter-correlations, and reliability/validity indices will be provided for measures in the study. Generally, all scale items not drawn from previously published literature should appear in a table or in an appendix (depending on how extensive the list is).

## REVIEW PROCEDURE

Manuscripts are reviewed independently by members of the *JPSSM* Editorial Review Board and by ad hoc reviewers chosen by the Editor. Typically, three reviewers assess each manuscript. The evaluations and recommendations of the reviewers guide the Editor in his decision. The reviews are double blind—neither authors nor reviewers know the identity of the others.

It is the policy of *JPSSM* that manuscripts submitted for review must not have been published or be under consideration for publication elsewhere. Manuscripts that are substantially similar in content to articles already published or accepted for publication in *JPSSM* or elsewhere are ineligible for publication in *JPSSM*. It is the responsibility of the author(s) to abide by these provisions when submitting a manuscript to *JPSSM* for review.

*JPSSM* strives for a review process that is thorough and constructive, so that regardless of the ultimate decision about publication in *JPSSM* the author(s) can benefit from the feedback obtained on their work.

It is possible for a manuscript submitted to *JPSSM* to be desk rejected by the Editor. Although several reasons might precipitate this action, common reasons are: (1) the topic or type of submission does not fit the editorial positioning of *JPSSM*, or (2) the manuscript is not submitted according to the guidelines provided in this document.

## SUBMITTING REVISED MANUSCRIPTS AND ACCEPTED MANUSCRIPTS

It is the responsibility of the author(s) to complete invited manuscript revisions in a timely manner. The maximum time allowed for resubmission of an invited revision is *six months* from the date of the invitation to revise. The procedure for submitting revised manuscripts is posted on the *JPSSM* Web site: <http://jpssm.org>, as are instructions for preparing manuscripts that have been accepted for publication.

## CALL FOR AD HOC REVIEWERS

Individuals interested in serving as an ad hoc reviewer for *JPSSM* should contact the Editor at [jpssm@uh.edu](mailto:jpssm@uh.edu).