

[About AOM](#)
[Member Services](#)
[Divisions & Interest Groups](#)
[Networking & Communities](#)
[Meetings & Events](#)
[Career Center](#)
[Journals & Publications](#)
[Volunteerism](#)
[HOME](#) > [JOURNALS & PUBLICATIONS](#) > [ACADEMY OF MANAGEMENT JOURNAL](#) > [SUBMITTING A MANUSCRIPT](#)
[AAA](#)


Academy of Management

Submitting a Manuscript

To submit a manuscript, first make sure you have a Word file from which the title page and all author-identifying references have been removed. Then, go to the web site at <http://mc.manuscriptcentral.com/amj> and follow the directions.

Acknowledgements of others' help in preparing the paper for submission should be included in the letter to the editor that is featured as part of the web-based submission process. If you need assistance uploading your paper, please contact the Manuscript Central helpline weekdays between 12:00 a.m. and 8:30 p.m. EST at 434-964-4100 or 888-503-1050 (both U.S.-based numbers). If you are a new user this will be a two step process:

- First you establish your account by entering name and affiliation and address details. You may also be asked to enter a few keywords describing your work. Make sure at this stage that you do NOT submit your manuscript (despite the fact that there is the opportunity to upload a file).
- Second you go to "Author Center" where you provide information about the current manuscript that you are submitting. The instructions are fairly self-evident.

In order to facilitate processing of submissions, please make sure that:

- Your entire submission (including references) is double-spaced in 12-point or larger font with margins of one inch or more.
- Your abstract is 200 words or less.
- Your submission contains few and only necessary footnotes (not endnotes).
- There is nothing in your file that identifies the authors.
- Any hypotheses are explicitly identified as such.
- Constructs and variables are identified in words, not abbreviations.
- Any prior publication of the data featured in the manuscript is explicitly acknowledged either in the manuscript or in the transmittal letter to the editor. (Any forthcoming or "in press" articles which use the data should be forwarded to the editor.)
- To insure author anonymity, manuscript "properties" (under FILE in Microsoft Word) should be erased prior to submission.



NOTE: The Academy of Management uses the iThenticate software to detect instances of overlapping and similar text in submitted manuscripts. You can be reassured that AOM is committed to actively combating plagiarism and publishing original research. View our plagiarism policy [here](#). To find out more about CrossCheck visit <http://www.crossref.org/crosscheck.html>

iThenticate is also available to authors and researchers who wish to check their papers before submission. iThenticate compares submitted documents to extensive data repositories to create a comprehensive Similarity Report, which highlights and provides links to any significant text matches, helping to ensure that you are submitting an original and well-attributed document. iThenticate for Researchers is a separate service to CrossCheck.

Guidelines for submitting figures/images:

- Make sure you use uniform lettering and sizing of your original artwork.
- Number the illustrations according to their sequence in the text.
- Tables and figures should be placed at the end of the manuscript, with placement instructions between paragraphs within the body text to indicate where these items would go (e.g., "Insert Table 1 Here).

Guidelines for figures/images after Acceptance:

- Submit each figure as a separate file. At this stage, do NOT embed art files into a Word or PDF document.
- Line illustrations should be submitted at 900 dpi.
- Halftones and color should be submitted at a minimum of 300 dpi.
- Save as either TIF or EPS files.
- Color art must be saved as CMYK—not RGB.
- Black and White art must be submitted as grayscale—not RGB.
- PowerPoint or Excel files should NOT be submitted.

Journals & Publications

[Meet the New Journal Editors](#)
[AOM INSIGHTS](#)
[Read/Search AOM articles](#)
[Purchase an Article](#)
[AOM Paper Development Workshops](#)
[AOM Open Access](#)
[Academy of Management Annals](#)
[Academy of Management Discoveries](#)
[Academy of Management Journal](#)
[Welcome to AMJ](#)
[Read Online](#)
[AMJ Paper Development Workshops](#)
[AMJ Best Article Winners](#)
[Information for Contributors](#)
[Submitting a Manuscript](#)
[Editorial Team](#)
[Previous Editorial Team](#)
[Author Resources](#)
[Reviewer Resources](#)
[Video Library](#)
[Terms and Conditions of Use](#)
[Academy of Management Learning & Education](#)
[Academy of Management Perspectives](#)
[Academy of Management Proceedings](#)
[Academy of Management Review](#)
[Dynamic Editions](#)
[Newsletter](#)
[AOM Member Information](#)
[AOM Mobile Publications](#)
[Permissions](#)
[Subscription Rates](#)
[Information for Libraries](#)
[Info for Advertisers](#)
[Contact the Publishing Department](#)
[Terms and Conditions of Use](#)


April 14-16, 2019
Edinburgh, Scotland, UK

[Learn More >](#)




Member Services
Join | Renew | Login



Online Opportunities
Advertising



Stay Informed
LinkedIn | Facebook | Twitter



Recognition
Awards | Leadership

Academy of Management

Our Vision: We inspire and enable a better world through our scholarship and teaching about management and organizations.

Our Mission: To build a vibrant and supportive community of scholars by markedly expanding opportunities to connect and explore ideas.

Happening @ AOM

[AOM Newsroom](#)

[The Ethicist Blog](#)

[Watch Videos](#)

[>> Latest Updates](#)

Subscribe



Subscribe
to the Academy newsletter.



Academy of Management | PO Box 3020, Briarcliff Manor, NY 10510-8020, USA | Phone: +1 (914) 326-1800 | Fax: +1 (914) 326-1900
[Member Services](#) | [Meetings & Events](#) | [Journals & Publications](#) | [Networking](#) | [Careers](#) | [FAQ](#) | [Site Map](#) | [Terms of Use](#) | [Privacy Policy](#)