



Submission Guidelines

Organization Science

Organization Science publishes fundamental research about organizations, including their processes, structures, technologies, identities, capabilities, forms, and performance. Research from different disciplines, such as organizational behavior and theory, strategic management, psychology, sociology, economics, political science, information systems, technology management, communication, and cognitive science, is represented in the journal. We welcome research at different levels of analysis, including the organization, the groups or units that constitute organizations, and the networks in which organizations are embedded. Diverse methods and approaches are also welcome. Creative insight often occurs at the boundaries between traditional research approaches and topic areas. The editors are especially interested in manuscripts that break new ground rather than ones that make incremental contributions. In addition to the original research reports that are the core of the journal, we occasionally publish essays in our “Perspectives” section that direct attention to an important new organizational phenomenon or redirect a line of research. We also publish essays in our “Crossroads” section that capture a current debate about organizations.

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Preparing Your Manuscript

Length

Authors should strive to keep manuscripts to 35 pages for quantitatively based research and 45 pages for qualitative research.

Format

Submissions must be double-spaced, with 11-point font and 1-inch margins all around, in PDF or MS Word format.

Double Blind

Organization Science conducts double-blinded reviews, meaning that both the authors and the reviewers are ‘blind’ to the identity of the other. Authors must remove explicit indications of the authors’ names and institutions and all acknowledgments must be removed. The

paper should be written in such a way that it does not reveal an author's identity (e.g., "I extend the work in my dissertation (Norman 1995)" should be written in a neutral manner like "This work extends the research in Norman (1995)"). Proper attribution of prior work, especially work done by the authors, is a must and takes precedence over maintaining anonymity. Author names, institutions, and acknowledgments will be returned to the printed manuscript upon acceptance for publication).

References

References should be listed alphabetically by author name at the end of the paper in conformance with journal style. In-text citations should be indicated by the author's last name and year of publication, e.g., (Norman 1977) or Norman (1977). Click [here](#) for examples of reference style.

Endnotes and Footnotes

Endnotes and footnotes should be avoided. If the note is necessary, it should be indicated within the text.

Tables and Figures

Tables and figures should be numbered consecutively and grouped together after the references. Tables and figures should complement arguments presented in the text, and the position of tables and figures should be cited in the text. The [Author Portal](#) contains detailed instructions for figure composition.

Submitting Your Manuscript

All papers for publication consideration by *Organization Science* should be submitted electronically through ScholarOne Manuscripts at the [ScholarOne Manuscripts site](#) for *Organization Science*.

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There are seven steps for uploading a manuscript in the ScholarOne system:

Step 1: Type, Title, & Abstract: Enter your manuscript type (ie, Original Manuscript, Perspectives, or Crossroads). Provide the manuscript title and a running header. Add the abstract (not more than 250 words).

Step 2: Attributes: Authors should select 3–10 keywords to describe their paper's theoretical and methodological orientation.

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Step 4: Reviewers & Editors: Authors can enter preferred and nonpreferred reviewers. Authors should not suggest reviewers with whom they have any conflict of interest. An author has a conflict of interest with (a) his/her major professor or a student for whom the author has served as major professor, (b) people working at the same institution, (c) co-authors on work completed or in progress during the last three years.

Additionally, authors must select at least 2 preferred Senior Editors; the same conflict of interest rules apply to Senior Editor recommendations.

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- No requested Senior Editor or reviewer has collaborated or co-authored with any of the authors of the current paper in the three years preceding the submission of this paper to *Organization Science*.
- No requested Senior Editor or reviewer has worked or studied in the same institution as any of the authors in the three years preceding the submission of this paper to *Organization Science*.
- No requested Senior Editor or reviewer has served as an advisor or advisee of any of the authors of this paper in the three years preceding the submission of this paper to *Organization Science*.

Step 5: Details & Comments: Authors can include their cover letter either in the text box or as a separate file. This information will be viewed by the Editor-in-Chief and the Senior Editor but will not be viewed by the reviewers. Authors will denote funding in this section. Last, authors will certify that they are complying with the journal's ethical policies.

Step 6: File Upload: Authors will upload as many files as needed for their manuscript. These files will be combined into a single PDF document for the peer review process. For revisions, authors should include only the latest set of files.

Step 7: Review & Submit: As the final step, authors will review the previous six steps for completeness and view the PDF proof generated by the ScholarOne system (this is required). Be sure to select "Submit" when done.

Ethical Statements Authors Will Certify

As part of Step 5 (above), authors will certify the following ethical statements within the ScholarOne System (Note: Papers may be submitted to a conference at the same time as they are being reviewed with *Organization Science*):

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Prior Submission

Has another manuscript from this same database been accepted by or previously published in *Organization Science* or another journal? Has another manuscript from this same database ever been previously submitted to *Organization Science*, or is one currently under review at this or another journal? If yes to any of these, please note this in your cover letter and explain how this paper differs from the previous one. If another paper from this database has been published in this or another journal, please also include the full citation in your cover letter.

Other Ethical Questions

- Do you affirm that your manuscript conforms to the submission policy of *Organization Science*?
- Do you certify that your manuscript is original material and not copyrighted?
- Do you certify that your manuscript is not being reviewed elsewhere simultaneously (Please note: the manuscript may be submitted to a conference at the same time as it is being reviewed for *Organization Science*).
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If a revision of a manuscript is invited, authors should resubmit the manuscript within 6 months from the date a revision is requested.

After Acceptance

We respectfully request that authors upload their final files to the submission site within 14 days from receipt of the acceptance decision letter. The decision of accept is not considered binding until final files have been received.

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Final Files

A decision of *accept* will cause the manuscript to appear in the “Manuscripts Accepted for First Look” section of the submitting author’s Author Center, where the author will submit the following files:

1. A source file of the manuscript in Microsoft Word (or LaTeX), with a cover page that includes full author contact information and keywords;
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6. The completed editorial checklist;
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