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Submission Guidelines

Management Science

Management Science is a scholarly journal that publishes scientific research on the practice of management. Within our scope are all aspects of management related to strategy, entrepreneurship, innovation, information technology, and organizations as well as all functional areas of business, such as accounting, finance, marketing, and operations. We include studies on organizational, managerial, and individual decision making, from both normative and descriptive perspectives.

Author Portal (for additional author support)

The **INFORMS Author Portal** is a resource to support authors as they move through peer review and production. Visit the Author Portal for detailed information regarding INFORMS publication policies, accepted author support, resources (including pre-submission editing services), and journal metrics.

—PLEASE REVIEW THE FOLLOWING PUBLICATION AND ETHICS POLICIES BEFORE YOU SUBMIT—

- **Authorship/Authorship Changes**
- **Copyright and Plagiarism**
- **Guidelines for Ethical Behavior in Publishing**
- **ORCID**
- **Rights & Permissions**

JUMP TO: Preparing Your Manuscript | Submitting Your Manuscript | Review Process | After Acceptance

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Management Science publishes regular papers that follow the traditional journal process as well as shorter papers that follow the Fast Track process.

Regular Manuscripts. *Management Science* is a scholarly journal that publishes scientific research on the practice of management. Therefore, papers published in *Management Science* should deal with issues and problems important to managers and executives; they must be interesting to a wide range of people in the management science community; and they should have the potential to impact management practice.

Fast-Track Manuscripts. Fast-track manuscripts are short papers with high-quality, original and high-impact research that is of broad interest, analogous to what might appear in *Science*, *Nature*, or *PNAS*, and to what appeared more frequently in *Management Science* in its first decades. Papers in this track can be empirical, modeling, or theoretical with significant contributions and concise presentations. Authors must disclose in their Cover Letter that they are submitting to the Fast-Track category. To read more details regarding fast-track papers, please refer to the Fast Track memo, which can be found **here.**

Length

Regular Manuscripts. Papers are judged based on their contribution relative to their length. As such, short papers are encouraged and will not automatically be labeled as "research notes."

There is no page limit on initial (i.e., first-round) submissions. However, it is understood and expected that manuscripts will be written succinctly and with a directed purpose. Department Editors may reject an initial submission for excessive length.

All invited revisions must adhere to the following page limit: 47 pages with 25 lines of text per page (double spacing) or 32 pages with 33 lines of text per page (1.5 spacing). An online appendix will not count toward the page limit.

A page limit is imposed because (i) papers should focus on their main contribution, thereby increasing the clarity of the contribution and its potential to have its full impact; (ii) shorter papers are easier to review; (iii) publishing shorter papers allows us to print more manuscripts per year within our limited budget (revenue is insensitive to page length, but editorial production costs are not).

Fast-Track Manuscripts. Fast-track manuscripts should be no more than 6,000 words (including references and anything else not provided in a separate supplementary appendix).

Format

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Management 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.

Style Templates

Authors can write their manuscript using their preferred software as long as they can create a PDF that meets the above guidelines. The manuscript style is specified in the template file Management-Science-template.tex, which handles most stylistic issues. You can find the template and other necessary files **here.**

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.

Electronic Companions

Electronic companions should be provided in a supplemental file and do not count toward the page limit. Furthermore, electronic companions are used to report disclosed data. (See the **Data Disclosure Policy**)

Analytical proofs and data analysis should be included as electronic-companions. The contents of such material should not be critical for the proper evaluation of the paper (otherwise, it should be included in the main text).

Data Disclosure

Management Science encourages (but does not require) the disclosure of data associated with submitted manuscripts. To learn more about the implications of data disclosure, we require that authors supply a completed data disclosure checklist upon submission. With this form, authors indicate whether they plan to disclose their data and whether they face restrictions on disclosure (e.g., a non-disclosure agreement). Please see the **Data Disclosure Policy** for details.

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summarizes the changes that they have made and includes a detailed response to each of the comments from the previous round of reviews.

Submitting Your Manuscript

Manuscripts should be submitted online at the **ScholarOne Manuscripts site** for *Management Science*.

IMPORTANT NOTE: By submitting a manuscript to or reviewing for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication, including, when necessary, sharing with the publisher (INFORMS) and partners for production and publication. The publication and the publisher recognize the importance of protecting the personal information collected from users in the operation of these services, and have practices in place to ensure that steps are taken to maintain the security, integrity, and privacy of the personal data collected and processed. You can learn more **here**.

The ScholarOne Submission Process

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

Step 1: Type, Title & Abstract: "Type" refers to the department in *Management Science* to which the manuscript is being submitted as well as the whether the paper is a regular or fast-track submission. Abstracts should be 250 words or less.

Step 2: Attributes: Please provide three to five keywords.

Step 3: Authors & Institutions: All authors and their institutions must be identified. Please note that the submitting author is required to provide their ORCID iD (more information about ORCID iDs can be found **here.**

Step 4: Reviewers & Editors: The names of five appropriate reviewers for the manuscript, including their institutions and e-mail addresses, are required.

The names of three Associate Editors (AEs) who would be appropriate to review the manuscript must be included. The three preferred AEs should in general be chosen from the list of current AEs in the Editorial Board list. Authors may recommend one Guest Associate Editor, providing his or her contact information and the reason for the choice in the submission cover letter.

Authors should not select any DE, AE, or reviewer with whom any author of the paper has a conflict of interest (COI). An author has a conflict of interest with (i) his/her major professor or a student for whom the author served as a major professor, (ii) a person working at the same institution, and/or

Submitting authors will enter their cover letter first. The cover letter should include the abstract of the manuscript and whether the paper is being submitted to the fast-track category. It may also include (i) a brief description for the author's choices of 5 reviewers and 3 Associate Editors (in particular if a guest AE was recommended) and/or (ii) any additional comments to convey to the department editor.

Submitting authors will designate a Department Editor (DE) to whom they would like to submit the manuscript. (Before choosing a DE, authors should consult the journal's **Editorial Board** list and the departmental Editorial Statements.) The preferred DE is likely to be assigned, but a different DE may handle the paper if the workload of the preferred DE is too great or if the DE feels that another DE would be better suited to handle the paper. The corresponding author will be notified if the paper is assigned to a different DE, and the author will have the option to withdraw the manuscript. If the submission is a revision and the DE on the previous version is not listed, then he or she is no longer on the editorial board and might not be assigned to handle the revision. Authors should choose "Other" as the preferred DE if they would like the previous DE to handle the revision; DE assignment will be decided on a case-by-case basis. Note that revisions will be assigned automatically to the AE who handled the previous version.

Last, submitting authors will certify that they are complying with the journal's ethical policies.

Step 6: File Upload: Submitting authors will upload the blinded files for their manuscript and supporting documents.

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

Data Provenance

We certify that the authors of the manuscript have the right to use the data and publish the research results contained in the manuscript. This includes data that may be collected from public sources such as open web-sites. When data are collected from public sources, they should not violate the fair use policy of the data owner, e.g., the web-site. In the cases where corporate or other legal permissions are required to use the data or the results derived from the data, these must be obtained before submitting the manuscript for review. A violation of the data provenance may result in withdrawal of the manuscript from Management Science (even after acceptance, retroactively). To understand fair use policy, authors are encouraged to review Measuring Fair Use: The Four Factors here: http://fairuse.stanford.edu/overview/fair-use/four-factors/.

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my cover letter and in any related submission questions) any possible perceived conflicts of interest and noted all of my work that has substantial overlap to prior publications, conference proceedings, book chapters, and papers submitted to this journal or any other journals. I also certify that the copyright for all portions of this paper can and will be transferred to INFORMS upon acceptance. I understand that upon receiving my manuscript, Management Science may ask me to provide a written confirmation that I received favorable opinion from the appropriate ethical committee in my university regarding my research methods. In the US, it is the institutional review board (IRB), "a committee that applies research ethics by reviewing the methods proposed for research to ensure that they are ethical."

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By checking the following box I certify that:

1) I acknowledge that in submitting this paper I am aware of INFORMS policy on plagiarism and copyright (http://pubsonline.informs.org/authorportal/copyright-plagiarism). Further I acknowledge that I will report to the editor(s) of the journal all of my manuscripts (e.g., prior publications, conference proceedings, book chapters, papers submitted to other journals) that have substantial overlap with the submitted paper. I also certify that the copyright for all portions of this paper can and will be transferred to INFORMS upon acceptance.

2) My cover letter included with this submission details whether this manuscript, or any similar version of it, (i) has appeared in or will appear in a non-refereed publication, conference proceeding, or book chapter; and/or (ii) was previously rejected by *Management Science* (and, if so, provides the justification for resubmission).

Prior Submission

Have you or any of your co-authors ever submitted any version of this manuscript or any paper related to this manuscript to *Management Science*? If so, please state this fact explicitly in your cover letter and include a one-page justification for resubmission. When in doubt, you should disclose all prior submissions that may be related to this manuscript. *Management Science* may withdraw your manuscript without further consideration if you fail to disclose.

Troubleshooting

For additional training and support for using the ScholarOne Manuscripts submission system, please visit ScholarOne's **Author Resources** page.

Contact Your Managing Editor

(443) 757-3585
toni.riley@informs.org

The Review Process

Review for Contribution

Regular Manuscripts. The Department Editor (DE) and possibly an Associate Editor (AE) will first evaluate whether a manuscript is a good fit for their department and/or has sufficient merit to send to reviewers for further review. If not, the paper will be returned to the authors with an explanation of the editors' reasoning.

Fast-Track Manuscripts. The DE will first screen whether the paper is of sufficiently broad interest and high impact to qualify. Papers that are not expected to increase the standing of *Management Science* in the broader scholarly and practitioner community will be rejected by the DE (potentially in consultation with an AE). Feedback in that case will be quick and less detailed than what is often provided to traditional papers.

Detailed Review

Regular Manuscripts. If a manuscript passes the initial screening, the AE will recruit reviewers to assess the merits of the manuscript. Upon receipt of the reviews, the AE will provide a recommendation to the DE, who will decide whether the paper should be accepted as is, revised, or rejected. Our policy is to have a clear editorial decision by the end of the second review round. Each reviewer will assess a paper at most twice. Exceptions are rare.

Fast-Track Manuscripts. If a DE deems a paper a potential fit for fast track, s/he will assign it to an AE, who in turn will invite reviewers. Reviewers are given two weeks to return their reports. If a fast-track manuscript needs major revisions, it will likely be rejected. The reviewers and AE will ask themselves, "Is the paper almost good enough as is, and can it be made better with relatively little effort?" If the answer is "no", the paper will likely be rejected.

Timeline

Regular Manuscripts. *Management Science* strives to provide high-quality feedback to 90% of authors within 90 days. If a paper is sent out to reviewers, authors will receive a decision from the DE within 65 days on average.

Fast-Track Manuscripts. If a paper is sent out to reviewers, authors will receive a decision from the DE within 36 days on average.

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Reject & Resubmit, Minor Revision, and Accept. The decision e-mail message will contain all reviews submitted as either text or as a file attachment.

Revisions. A revision decision will cause the manuscript to appear in the "Manuscripts Awaiting Revision" area of the submitting author's Author Center. **Regular manuscripts** that are not revised within one year may be reclassified as "withdrawn", and revisions submitted after the one-year mark may be treated as new submissions. Likewise, **fast-track manuscripts** that are not resubmitted within 6 months will follow the same approach. All revisions should be accompanied by a separate "Response to Reviewers" document, which provides a summary of the major changes made to the document and a point-by-point description how the issues raised by the reviewers and editors have been addressed.

Rejection. As a rule, *Management Science* does not allow resubmissions of rejected manuscripts. If a department editor makes an exception and explicitly invites a resubmission, it is the responsibility of the author(s) to disclose this during the submission process and to state clearly in the submission cover letter why resubmission is justified. Failure to disclose any related previous submission to *Management Science* is a violation of our ethical guidelines.

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.

As a condition of final acceptance of a paper for publication in an INFORMS journal, the author must indicate if the paper is posted on a website other than the author's personal website. The author is responsible for ensuring that, if any part of the paper has been copyrighted for prepublication, for example, as a working paper, the copyright can and will be transferred to INFORMS when the paper has been accepted. This includes both print and electronic forms of the paper. Authors may post their papers on websites after acceptance and prior to publication, as long as the sites are not copyrighted and/or do not serve as formal repositories. Authors may not post their page proofs on websites prior to publication. Contact **permissions@informs.org** for further information.

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:

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5. A signed copyright transfer form;
6. The completed editorial checklist (please do not convert to PDF); and
7. A media promotion form (optional).

Data Disclosure

Management Science encourages authors to make their data available and accessible to the public. To disclose data, authors of accepted papers should upload the following materials (in a single zip file) during the First Look process in ScholarOne Manuscripts:

1. The data collected (from the field, experiments, or simulation),
2. A readme file with instructions on how to read the data and interpret variables,
3. Instructions on how to obtain data that cannot be disclosed (e.g., where the data were purchased from),
4. Code used to analyze the data,
5. For experimental work, if not reported elsewhere, a document describing how sample sizes were determined, all data exclusions (if any), all manipulations, and all measures collected,
6. Any other materials the authors deem to be useful to others.

Authors are not required to provide user support for their data or to maintain and update their data.

Figures

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