

1. The editorial team accepts English language texts of scientific nature, devoted to theoretical and practical aspects of intercultural management, and information about the relationship between intercultural management science and practice in the form of:

- Scientific articles (up to 40 000 characters with spaces) and reports from the study (up to 15 000 characters with spaces);
- Book reviews (up to 15 000 characters with spaces);
- Information on new publications, conferences, symposia and scientific seminars in the field of organization and management and other important events in the science and practice of management (up to 15 000 characters with spaces).

## 2. Ghostwriting and guest authorship

The editorial office of JOIM explains in the “Instructions for authors” that ghostwriting and guest authorship are indication of scientific dishonesty and all cases will be exposed and adequate institutions will be informed (employers, scientific societies, scientific editors associations, etc.).

“Ghostwriting” is a situation where a person contributes significantly to a publication and is not disclosed as one of the authors or named in the acknowledgments. “Guest authorship” is a situation where an author's contribution is insignificant or non-existent and he is still listed as co-author of a publication. To prevent cases of “ghostwriting” and “guest authorship” editorial office is implementing the procedure specified below: Individual authors should disclose their contribution to preparation of a publication (with a list of their affiliations) in detail, i.e. provide information on who is the author of concept, premises, methods, protocol etc. used in the publication. Main responsibility to disclose full information remains on author submitting manuscript.

All authors are requested to attach to the article information about the sources of funding, contribution to research institutions, associations and other entities (return the completed form to the Editorial Office via e-mail).

3. Articles that are not linguistically and stylistically correct will be returned to authors without being reviewed.

4. Articles must include the following sections in the order listed:

- Name and surname
- Affiliation
- ORCID ID
- Title
- Abstract (about 200 words): must meet scientific and linguistic criteria and look like as follows:

## ABSTRACT

<b>Objective:</b>
<b>Methodology:</b>
<b>Findings:</b>
<b>Value Added:</b>
<b>Recommendations:</b>

- Key words (5–7), JEL Codes
- Article text
- References in APA style

5. The article text must include the following sections:

- Introduction (clearly formulated goal)
- Materials & Methods
- Current state of knowledge
- Results
- Final remarks

6. Articles should be sent by ScholarOne Manuscripts (<https://mc04.manuscriptcentral.com/joimsan>). Files should be submitted in Microsoft Word format. Please use our **format – download the format**. Files should not contain active "links", i.e. links leading to web pages or other documents.

7. All graphs and illustrations should be called Figure. Bibliography should include only sources cited in the manuscript. Figures and tables should be accompanied by Arabic numerals throughout the text. Please do not use allcaps and capslock.

8. Please use APA style for **Referencing**, <https://apastyle.apa.org/>.

9. Footnotes (Arabic numerals throughout the text) should appear at the bottom, separated by a continuous line. The content of footnotes should be placed to develop or clarify the main text, not to provide bibliographic reference.

10. Articles will be returned without outside review if the Editors deem that the paper is of insufficient general interest for the broad readership of *The Journal of Intercultural Management*, or that the scientific quality is such that it is unlikely to receive favorable reviews. It allows authors to submit their papers elsewhere without further delay.

11. By submitting their work, authors authorize the Editors to introduce minor changes to the submitted texts (punctuation etc.).

12. Authors of published articles receive one free copy of the journal (sent to the mailing address).

13. Authors are requested to send the statement ghostwriting procedure while submitting an article via ScholarOne Manuscripts.

14. Authors are requested to send the Declaration of consent to the processing of personal data for the purposes of publication – **Download the form**

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