

Submission Guidelines

1. Inviting contributions

Authors, including all co-authors, must be members of an academic society belonging to the Union of Business Management Associations in Japan (UBMA), and membership dues must be paid before submission. Moreover, it is required that the relevant research has been presented, or will be presented after publication of the paper, at conferences belonging to UBMA.

2. Aims & Scope

The theme should be in accordance with the founding objectives of the academic society belonging to UBMA and should be broadly related to the field of management science.

3. Manuscript types

The following types of manuscripts will be accepted for submission.

- ✓ Regular papers: Manuscripts that are original in content obtain new findings that contribute to the development of management science and present them logically.
- ✓ Review articles: Manuscripts that provide a broad overview of knowledge on a specific topic related to management science.
- ✓ Technical notes: Manuscripts that summarize data obtained from surveys and case studies and clearly present findings relevant to management science.
- ✓ Others: Manuscripts requested or approved by the editorial board.

All manuscripts should be written in English and, in principle, should not exceed 20 printed pages, including figures and tables (approximately 15,000 words without figures and tables).

4. Submission methods

Submit your application by e-mail to the editor in charge following the submission instructions in the Call for Papers. Subsequently, the editor in charge will send the authors a Microsoft Word file with a template for your manuscript. When preparing your manuscript, use the template provided to guide you, and submit it to the editor in charge via e-mail until the deadline. An English editing certificate would be required when submitting a manuscript.

5. Manuscript format for submission

- The manuscript should be prepared in the following order, according to the template provided at the time of application.
Title, all author's names and affiliations, abstract, keywords, main text, acknowledgements, references, appendix
- References should be prepared in APA style.
- The figures and tables should be shown in the relevant parts of the main body of the text, and the original data should be submitted separately.

6. Ethical Considerations

If humans or animals are the subjects of the research, research should be conducted after obtaining prior approval from the ethics committee. In addition, ethical considerations, the name of the ethics committee that gave approval, and the approval number should be included in the main text of the paper.

7. Conflicts of interest

Authors, including all co-authors, should submit a conflict of interest declaration form if they have any conflicts of interest with any company, organization, or group related to the contents of the paper within the past year from the time of submission. The conflicts of interest to be disclosed should be clearly stated in the main text of this paper.

8. Publication policy

- The editorial board reserves the right to reject a manuscript without peer review if it determines that the manuscript does not follow the submission guidelines or does not follow research integrity.
- The acceptance or rejection of a submitted paper will be determined by the editorial board after multiple peer reviews. The peer review process should be conducted such that the reviewers cannot identify the authors.
- The final decision on publication is made by the editorial board.

9. Copyright

The copyright of all articles published in the Journal of Management Science belongs to UBMA.

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