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|  | **AUTHOR GUIDELINES** |

1. **General information**

We welcome submissions to the White Rose Working Paper Series (WRWPS) on any topic from any division within the Management and Business, Accounting and Finance, International Business, Work Science and Work Psychology Pathway. Papers submitted will be reviewed by an appropriate member of academic staff at one of the three institutions, and one doctoral student. Based on the reviewers’ feedback, one of three decisions will be made by the Editorial Board: 1) acceptance; 2) acceptance with revision; or 3) rejection. Feedback from the reviewers will be sent to the author within approximately 6 weeks of the submission date. If a paper is returned to the author for revision, the author must resubmit their work within one month of receiving the feedback.

Acceptance of a paper for publication will be based on the following criteria:

* The importance and interest of the subject and the quality of the work.
* The appropriateness of the methods employed.
* The quality of the writing, the general presentation of the paper and the clarity and cohesion of the arguments presented.
* The potential contribution of the paper to theory and / or practice

**Manuscripts approved for publication will be published on the White Rose WPS website. Although no problems are foreseen with publishing a later version of the paper in a journal, it is the author’s responsibility to check that publishing a paper on the White Rose WPS website will not impede eventual publication in the intended journal.**

1. **Submission**

Papers should be submitted electronically to: [wrdtc.wps@sheffield.ac.uk](mailto:wrdtc.wps@sheffield.ac.uk). All files should be submitted in PDF or \*doc/\*docx format.

Essential documents which should accompany your submission are:

1. **A cover letter** – this is a brief overview of the purpose of the paper and details of the intended journal for eventual publication of the working paper, if known / applicable (eg. name, national vs international journal etc.).
2. **A title page** - this should contain the manuscript title, full details of the author(s) (ie. name(s), title(s) and affiliation(s)) as well as details of the academic supervisors (if applicable) and an e-mail address for the corresponding author.
3. **Manuscript file –** this isan anonymous, single file that should include the following: (i) a title

(ii) the word count, displayed at the top of the opening page

(iii) an abstract

(iv) the main article, with the appropriate position of any tables and figures indicated in italics within the body of the text

(v) a full reference list presented in a recognised referencing style

(vi) appendices containing tables and figures (if applicable).

If resubmitting a paper, the following files should be uploaded individually: (1) a revised manuscript; (2) a cover letter containing the author’s reply to the Editor; (3) individual replies to all reviewers (if applicable).

1. **Formatting guidelines**

* Manuscripts should contain between 5,000 and 8,000 words, including tables and references. All pages must be numbered. The word count should appear on the opening page of the manuscript.
* An abstract of around 100-150 words is required, providing a concise statement of the purpose, methods, results and conclusions of the paper.
* Tables and figures should be numbered sequentially and can either be presented in the main text or at the end of the manuscript. Each table or figure should have a self-explanatory title and should therefore be comprehensible without reference to the text. Presentation of complex statistical tables should be avoided; it is generally better to provide descriptive accounts of data in the main text and where necessary include complex tables in an appendix.
* All recognised referencing styles are accepted. References cited in the text must appear in a list at the end of the article and vice versa.