

## Author submission guidelines for EMAN books

The editorial team of EMAN books consists of members of the steering committees of the EMAN regional sections and can change between the different annual books. The editorial process is managed by the chairman Prof. Dr. Stefan Schaltegger.

Submissions should be sent to: [submissions@uni-lueneburg.de](mailto:submissions@uni-lueneburg.de)

### Theme of the book

Every EMAN book has a theme to which most submitted texts should relate. In addition, conceptual contributions dealing with environmental, social and sustainability accounting and reporting are always welcome.

For further definitions and discussions about the elements of environmental management accounting, sustainability accounting and reporting see e.g. Schaltegger, S. and Burritt, R. (2000): *Contemporary Environmental Accounting. Issues, Concepts and Practice*, London: Greenleaf Publishing (Chapter 1), or Bennett, M. and James, P. (1998): *The Green Bottom Line. Environmental Accounting for Management. Current Practice and Future Trends*, Sheffield: Greenleaf Publishing (Chapter 1).

### Deadlines

The final deadline for paper submissions for the annual book is **announced each year**. Authors are, however, encouraged to submit papers before this deadline as it will facilitate the review process.

### Scope, format and structure of submissions

Papers should usually be in the range of 4,000 to 6,000 words (though this is not necessarily invariable in all cases, subject to the editors agreement).

There should be an **abstract of around 150-200 words** at the beginning of each paper.

All references, which are cited in the text of the paper, should be included in a *List of References* at the end of the paper, and vice versa - i.e. all references included in this list should also be cited at least once in the text. Where a reference is not available in the English language, then "available only in German" (or whatever other non-English language is relevant) should be stated after it in the list of references. If a paper available both in English and in other languages, the reference should be to the English-language version. The reference citations in the text and in the list of references should follow the **Harvard convention** on formatting and presentation, guidance on which is included at the end of this document. If this is likely to cause any problems in any particular cases, please consult the editors.

Please do **not** use footnotes.

All sections should be numbered (1, 2, 3, etc.) and titled, and all sub-sections should be number 1.1, 1.2, etc.

Papers should where possible normally be in Times New Roman script, with the main text in 11 font so that it is legible without taking up excessive space. Headings should be in font size 13.

The relative status of the headings must be clear (i.e. which are headings, sub-headings, etc.).

Please only use *italic* to highlight words or sentences in the text.

Authors should check that the whole content of all figures and tables included in their papers is legible when printed out (i.e. no over-small font, or unclear abbreviations, etc.). It should be noted that the printed area of each figure/table in the final published book will be approx. 19 cm. x 13 cm.

Biographical details will be included in the final publication for each author. Thus please submit with your paper your name; institution (i.e. employer or similar); and email address. Keywords may be provided with papers in order to help guide the editors and referees, but they will not be included in the final publication.

All papers are in the English language, and it is the author's responsibility to ensure that their papers read clearly in English. Minor grammatical or spelling errors should be corrected as much as possible using the spell-checker function of Word. The book will go through an English language proof reading before it is published.

The use of first-person pronouns ("I", "we", "our", "us") should normally be avoided.

Acronyms (e.g. "EMA" for "environmental management accounting") should be spelt out in full, the first time that they are used in a paper; every time after that, only the acronym should be used.

A space of 1 or 2 blank lines should be left between each paragraph. Paragraphs should be of reasonable length, to break up the text and make it easier for readers to follow, without being so brief that the content becomes fragmented - i.e. neither too long nor too short.

A blank line should be left between each separate reference in the list of references at the end.

Be careful regarding the tense (present or past - e.g. "are/is" or "were") especially when describing empirical research, which has been carried out in the past, and be consistent throughout the paper.

All tables and figures should be referred to in the text to explain how they support and fit into the paper, and should have a title. These should be referred to in the text by number, i.e. "In Figure 5", rather than "in the following Figure".

All papers should be saved as Word for Windows. All figures and graphics should be PowerPoint-compatible and either inserted in the text in their intended positions or provided in a separate file, with a note in the main text to indicate approximately where they should be located (e.g. Figure 1 about here, etc.).

Please note that it is the responsibility of each author to ensure that there are no problems with copyright.

### **Review process**

To ensure the overall quality of the book each submitted paper goes through a review process. This process is blind for both authors and reviewer i.e. authors names will be removed from the paper before they are sent to the reviewer and the name of the reviewer will not be disclosed to the author. The results of the review as well as the review comments by the review will be sent to the author. The results can take several forms:

- **Accept** unconditionally
- **Accept** subject to minor editing revisions.
- **Accept** subject to minor revisions by author.
- **Accept** subject to paper being shortened by author.
- **Accept** subject to substantial revision by author.
- **Do not accept**: requires major revision, encourage author to revise and resubmit
- **Reject**: requires major reworking, author may subsequently wish to submit new paper.
- **Reject**: the paper makes no substantial contribution / is insufficiently developed / is probably not salvageable.
- **Reject**: the paper is too badly written / badly presented / parochial.
- **Reject**: the paper is unsuitable for the book (e.g. Fails to acknowledge the subject area of the book; could more profitably be published elsewhere; does not relate to the theme of the book).

All reviewers will use the same quality criteria in reviewing the submitted papers. These are (in no significant order):

- **Relevance:** Is the topic apt and relevant to the books aims? Is it topical? Will it be of interest to prospective readers?
- **Usefulness:** Can the ideas/results be put into effect?
- **Readability:** Is the submission well written (to suit the books readership of practitioners and academics)?
- **Clarity:** Is the main message apparent and the grammar correct? Is the submission comprehensible to those who may not be specialists in the particular field? Are the figures suitable?
- **Conciseness:** Is the submission sharply focused?
- **Linkages:** Does the paper take sufficient account of, and make appropriate references to, previous work in the area?
- **Substance:** Is the subject matter important? Is the treatment given to the subject matter comprehensive? Are the messages/results significant? Is the paper's length appropriate? Should specific parts be expanded or reduced?
- **Rigour:** Is the work in question well-designed and executed? Is the analysis appropriate to the problem and correctly used?
- **Validity:** Do the results stem from the causes? Can the results be generalised?
- **Reliability:** Is the submission authoritative, consistent with prior work, and replicable?

If your first version has not been accepted and the referees' feedback indicates some suggestions for changes, it is often helpful if you can indicate in a covering message when sending a 2<sup>nd</sup> or subsequent version, how you have dealt with the points in that feedback; or if you have deliberately decided against accepting some points, to indicate this and briefly explain why.

### **Submissions**

Papers should be saved, in Word for Windows with figures in PowerPoint as described above, and sent by e-mail to:

[submissions@uni-lueneburg.de](mailto:submissions@uni-lueneburg.de)

If you need any further information regarding submission format please contact Stefan Schaltegger at the Centre for Sustainability Management, University of Lüneburg, Schamhorststr. 1, 21335 Lüneburg.

After submission one of the members of the editorial team will become your main contact person regarding any questions on quality, structure and deadlines. This contact person will not be one of the reviewers of your paper.

## **THE HARVARD SYSTEM OF REFERENCING**

Three points are important:

- 1 Credit must be given when quoting or citing other work.
- 2 Adequate information must be provided in the list of references to enable a reader to locate the citation.
- 3 Referencing should be consistent.

### **Referencing in the text**

The Harvard System uses the author's name and date of publication to identify cited documents within the text. For example: 'It has been shown that (Saunders 1993)'

When referring generally to work by different authors on the same subject, place the authors in alphabetical order: (Baker 1991, Lewis 1991, Thornhill 1993)

When referring to dual authors: (Saunders and Cooper 1993)

When there are more than two authors: (Bryce et al. 1991)

For corporate authors, for instance a company report: (Hanson Trust Plc 1990)

For publications with no obvious author, for example the Employment Gazette: (Employment Gazette 1993)

When referring to different publications by the same author then the works should be ordered by date in ascending order: (Lewis 1989, 1991)

To differentiate between publications by the same author in the same year use a, b, c etc.: (Forster 1991a). Make sure that this is consistent throughout the research project and corresponds with the list of references.

To reference an author referred to by another author where the original publication has not been read: (Granovetter (1974) cited by Saunders 1993). In this case the author who cites and the original document's author should both appear in the bibliography.

Only use author's initials to differentiate between authors with the same surname.

Quotations should be placed in inverted commas and the page number given, for example: "...the Harvard method of referencing provides a simple way of coping with the main text and also bibliographies" (Bell 1993:28).

## Referencing in the reference section

In the references publications are listed alphabetically by author's surname and all authors' surnames and initials are listed in full. If there is more than one work by the same author, these are listed chronologically.

An example of a reference to a book would be:

Saunders MNK and Cooper SA (1993) *Understanding Business Statistics* London, DP Publications Ltd.

A reference to a book other than the first edition would be:

Morris C (1996) *Quantitative Approaches to Business Studies* (4th edition) London, Pitman

A reference to a book with no obvious author would be:

Department of Trade and Industry (1992) *The single market. Europe open for professions UK implementation* London, HMSO

A reference to a particular chapter in a book would be:

Robson C (1993) *Real World Research* Oxford, Blackwell, Ch 3

A reference to a particular chapter in an edited book would be:

Craig PB (1991) Designing and Using Mail Questionnaires in Smith NC and Dainty P *The Management Research Handbook* London, Routledge 181-189

An example of a reference to an article in a journal (in this example volume 20, part 6) would be:

Brewster C and Bournois F (1992) Human Resource Management: A European Perspective *Personnel Review* 20.6 4-13

A reference to an article in a (trade) journal with no obvious author would be:

Local Government Chronicle (1993) Westminster poised for return to AMA fold *Local Government Chronicle* 5th November 5

A reference to an item found on the Internet would also include the fact that it was accessed online, the date of access and the full Internet address:

Jenkins M and Bailey L (1995) The role of learning centre staff in supporting student learning *Journal of Learning and Teaching* 1.1 Spring [online] [cited 29 Mar 1996] Available from Internet URL <<http://www.chelt.ac.uk/cwis/pubs/jolt/issue1.1/page2.htm>>