



## INTERNATIONAL FOOD AND AGRIBUSINESS MANAGEMENT REVIEW EDITORIAL PHILOSOPHY & GUIDELINES FOR CONTRIBUTORS

### Editorial Philosophy

The International Food and Agribusiness Management Review (IFAMR) is an intellectual meeting place for industry executives, managers, scholars and practitioners interested in the effective management of agribusiness firms and organizations operating in the global food system. It is internationally recognized as a catalyst for discussion and inquiry for those interested in the food and agribusiness system.

The core values of the *Review* are as follows: excellent academic contributions; fast, thorough, and detailed peer reviews; building human capital through the development of good writing skills in scholars and students; broad international representation among authors, editors, and reviewers; a showcase for IFAMA's unique industry-scholar relationship, and a facilitator of international debate, networking, and research in agribusiness.

The *Review* welcomes scholarly articles on business, public policy, laws and education pertaining to the global food system. Articles may be applied or theoretical, but must address an issue relevant to managers or management, and advance the topic through implication and application. Articles focused on a special issue, case studies, industry interviews, and book reviews are also welcome.

The *Review* is published quarterly. A *Special Symposium Issue* is published in November that highlights the proceedings from *IFAMA's Annual World Forum and Symposium*. The *Review* is an electronic journal using alternative media formats such as MP3, MP4, and video clips.

### Guidelines for Contributors

Articles appear in one of four sections: Research, Executive Interviews, Executive Commentaries and Case Studies.

- Research. Contributions may be theoretical or empirical in nature, but must address an issue of interest to food and agribusiness scholars or managers. Manuscripts should be logically structured and have robust methodology containing references, figures, tables, and graphs.
- Executive Interviews. Interviews with executives, especially those conducted by academics are welcomed. Interviews may be submitted in text or as MP3/MP4 or digital videos. All interviews should be structured with a clear focus and message to readers and listeners. There is not peer-review of industry interviews.
- Executive Commentaries. Contributions of commentaries need to less than 1000 words and

should report on professional issues of practical relevance to agribusiness. There is not peer-review of industry commentary.

- **Case Studies.** The *IFAMR* encourages agribusiness case submissions, and has a database of quality food and agribusiness management cases which can be used for educational purposes. Cases published by the *IFAMR* should address a decision-making problem related to a business, technical, ethical or regulatory issue confronting a food and agribusiness organization, or deal with an aspect of agribusiness education. Cases can be based on field research of authors or a team of authors from academia, industry and government. Cases may be exploratory (research), evaluative (descriptive), or based on simulated situations. A teaching note/package is required before a submitted case is considered for the review process. All case studies are double-blind peer reviewed by scholars experienced in either writing and/or using case studies.

## **Review Process**

### **Articles**

Each submission undergoing a blind peer review is assigned a Managing Editor by the Executive Editor. The Managing Editor is selected based on either their familiarity with the topic and/or their geographic proximity to the submitting authors. The Managing Editor is responsible for reviewing the manuscript, evaluating the reviews, and working with authors to analyze the information provided by the reviewer team to strengthen the quality of the final product. The Managing Editor will also facilitate manuscripts under revision. Each manuscript is reviewed by a minimum of two anonymous reviewers. The Managing Editor and the Executive Editor determine the final disposition of a manuscript.

Reviewers are asked to be very specific with their critique and list each item they would like the author to address. To this end line numbers are inserted into each manuscript to help the reviewer's maximize the clarity of their comments. Authors then shall respond to each of the reviewer's comments and note where changes occur in the text. If no change is made, a rationale for not changing the text needs to be provided to the reviewer.

Reviewers will also address the following questions in addition to a thorough critique of the manuscript:

- Does the author(s) state clear objectives? Are the objectives directly related to effective and efficient management of firms competing in the food and agricultural industries?
- Is this problem clearly stated and of interest to food and agribusiness managers as well as academics? Have the author(s) presented the problem in the context of existing, relevant research?
- Is the methodology appropriate for the problem and is it used correctly? Have the author(s) explicitly listed the assumptions and shortcomings of the methodology?
- Are the results presented in a manner that is accessible to both academics and managers? Are the results consistent with the methodology employed? Do the author(s) discuss the conditions under which the results are valid?
- Are the conclusions appropriate given the results of the research? Are the conclusions relevant for managers in the food and agricultural industries? Do the author(s) explicitly state and discuss the implications of the research with respect to the management of food and agribusiness firms?

Reviewers are asked to provide a recommendation to the Managing Editor:

Written comments and an assessment are provided for each of these five dimensions. The assessment is expressed using the following scale:

1. Unacceptable, not relevant for the *IFAMR* audience.
2. Borderline, has major problems requiring attention.
3. Good, requires some attention.

4. Excellent, only minor details require attention.

The reviewer then makes one final comprehensive recommendation to the Managing Editor:

- a. Reject.
- b. Resubmit for full review after major revision.
- c. Resubmit after minor revision; managing editor to re-assess it.
- d. Accept, only minor details require attention.

## **Cases**

The case and teaching note/package undergoing peer review are sent by the Managing Editor to two anonymous reviewers, who are asked to address these questions:

- Is this case relevant to food and agribusiness clients? Is the context still relevant? Will the case stimulate student interest?
- Is the difficulty of the case appropriate for its target market? Does the case provide sufficient information, given its teaching objectives?
- Is the case clear, well written and presented in a manner that is accessible to students, management and academics?
- Is the teaching note complete?
  - ✓ Is the target market well defined and appropriate, reasonable?
  - ✓ Is the teaching strategy sound and complete? Has the case been “classroom” tested, is it likely to work?
  - ✓ Is the list of questions and assignments well rounded, sound, likely to work?
  - ✓ As appropriate, given the case content: is the research process appropriate and complete; is the simulation complete, sound and realistic; is the description complete and does it provide sufficient details?
  - ✓ Is the follow-up relevant and consistent with the case, is it interesting to the case user, addressing the key points of the case (or explaining why they were not addressed)?

Written comments and an assessment are provided for each of these dimensions. The assessment is expressed using the following scale:

1. Unacceptable, not relevant for the *IFAMR* audience.
2. Borderline, has major problems requiring attention.
3. Good, requires some attention.
4. Excellent, only minor details require attention.

The reviewer then makes one final comprehensive recommendation to the Managing Editor:

- a. Reject.
- b. Resubmit for full review after major revision.
- c. Resubmit after minor revision; editor to re-assess it.
- d. Accept, only minor details require attention.

## **Submissions by the Executive Editor or a Managing Editor**

In order to ensure the absolute integrity of the *IFAMR* review process, the following two measures have been implemented to handle submissions listing either the Executive Editor or any Managing Editor as author:

- a. Past Editors of the *IFAMR* will serve as Guest Editor of any research manuscript or case study listing the current Executive Editor as author or co-author.
- b. The Executive Editor will ensure that a Managing Editor appearing as co-author will not be involved in any deliberation concerning that specific manuscript.

## **Formatting**

Contributions should be submitted electronically to the IFAMA Business Office. Authors should follow these formatting guidelines, designed to streamline the processing of the submission. If email is not possible, please send the manuscript on a disc or CD-ROM to the IFAMA Business Office.

### **Articles**

- *First page: Title page*

This page should provide the title of the manuscript and the full name, affiliation, mailing address, e-mail address, and phone/fax number for the lead author and all co-authors. One of the authors -not necessarily the lead author- should be identified as the contact author for matters pertaining to the review and publication of the manuscript. In order to ensure anonymity throughout the review process, no reference to the authors or their affiliation should appear in the file properties of the file.

- *Second page: Abstract and key - words*

This page should provide the title of the manuscript, an abstract of 50-100 words, and a list of up to 5 key words. The purpose of the abstract is to serve as a “hook” to entice the reader to read your article.

To whom is your article directed? Management scholars, management practitioners, or both? Construct your abstract to attract your audience. You might test your abstract out on some representatives of target audience. Ask your sample, do you want to read more?

**This description will be utilized in promotional materials. You will receive greater downloads, citations, readership, and impact, the stronger, more attractive and concise your abstract.**

- *Third page: Executive Summary*

This page should provide the title of the manuscript and an executive summary of 250-300 words. The Executive Summary provides a one page synopsis of the entire manuscript. Readers once deciding to read your article will first go through the Executive Summary. A guide to writing an executive summary is provided at the following link:

- *Fourth and subsequent pages: Body of the manuscript*

This page should provide the title of the manuscripts, and the actual contribution (to continue on the following pages).

- *General formatting instructions*

Software: please use Microsoft Word®.

- ✓ Limit manuscripts to 20 pages, plus title page, abstract, executive summary ,tables, figures, and references.
- ✓ Use single spaced lines
- ✓ Place line numbers in the left hand margin for each line.
- ✓ Spelling: please follow consistently either a Standard United States or Standard United Kingdom English spelling.
- ✓ Paper size: standard 8.5” x 11” letter-size is preferred; orientation: portrait; margins 1 inch, no gutter.
- ✓ Font: Times New Roman 12-point. Please use 14 pt font for all headings and sub-headings, do not number them.
- ✓ Header/footers: please do not use headers/footers except for page numbers, to be placed in the

bottom right corner of the page.

- ✓ Bold/underscoring: please do not bold nor underscore headings or subheadings.
- ✓ Section breaks: please do not insert section breaks in the body of the manuscript.

- *Mathematical Notation*

Use only essential mathematical notations. Equations should be numbered and appear in the correct location in the manuscript. They must be created using the Symbol font, or inserted as an image or picture. Do not use text boxes containing equations formatted in a different program, as this may result in formatting conflicts when the file is published on the IFAMR site. Leave a single blank line before and after the equation. For example:

$$1) PP(\text{IFAMR}) = f(\text{relevance, clarity, timeliness, methodology, implications ...}),$$

Where PP (IFAMR) is the probability of publication in the IFAMR.

- *Tables and Figures*

Tables/figures should appear in the correct location in the manuscript (as noted, large landscape tables requiring a section break are to be placed at the end of the manuscript; in this case simply indicate in the manuscript where the table should be located). Each table/figure must have a title, and should be referred to in the manuscript, should be centered horizontally, with text wrapping set to none. Figures may use color. Tables should be single-spaced. A 1pt single line should separate the title of a table from the column headings and these from the data. A 1pt single line should also be used at the bottom of the table. Please do not use vertical lines, nor shading or patterns; hide gridlines. Vertical alignment of cells should be centered. Please leave a single blank line before the title of the table/figure and leave two blank lines following the table/figure. An example is provided in the following table, Table 1.

Table 1: Example of table format, IFAMR.

	Q1	Q2	Q3	Q4
Received and peer reviewed	32	25	15	27
Accepted	5	10	3	7
Industry notes	2	1	2	3
Book reviews	1	1	4	2

- *Footnotes*

Footnotes should appear throughout the paper as needed and be numbered consecutively, not page-by-page or by section. Use footnotes only for explanatory purposes, not for guiding to specific information or work. Please note that footnotes should be in Times New Roman 10pt font.

- *References*

References should be single-spaced at the end of the text, and should follow the 15th edition or later of the Chicago Manual of Style. <http://library.osu.edu/sites/guides/chicagogd.php>

- *Appendices*

Should follow the References and adopt the same formatting convention used in the body of the manuscript.

## Cases

Cases should follow the same general formatting guidelines set above for articles, in addition to the following.

- The following statement should appear on the title page: “*Review copy for use of the IFAMR. Not for reproduction or distribution. Dated (date of submission)*”.

### **A teaching note/package is required and it would normally include the following sections:**

- *Statement of Relevance*  
Illustrate the relevance of the case to food and agribusiness clients.
- *Target Market Statement*  
The concise description of the key points and the preferred target market for the case, including:
  - ✓ The illustration of the main topics covered by the case;
  - ✓ The specific teaching objectives of the case;
  - ✓ The intended audience (senior undergraduate course; graduate course; executive education; adult education / extension);
  - ✓ A list of references and support material that could be used by the instructor and the students to gain maximum benefit from the case.
- *Teaching Strategy Statement*  
The detailed illustration of the key concepts presented in the case, and of the suggested strategies for their presentation, including the suggested sequence of key questions, and the possible use of audiovisual / other material.
- *Activity Statement*  
Create a list of questions and assignments that could be presented in the case, with an outline of the key answer points. This list should also provide an indication of the relative importance of each observation / solution point; this will assist the presentation of the case and the assessment of contributions by students.
- *Research Statement*  
When appropriate, a description of the research process followed to gather the material presented in the case, with a clear indication of what is actual research result and what has been simulated / disguised by the author.
- *Follow-up Statement*

When appropriate, a follow-up to the case, illustrating -as appropriate- further development in the case story, decisions made, their consequences, and suggestions on how all this could be used to maximize case effectiveness.

### **Additional Style Requests**

- All manuscripts need to receive the benefit of a technical edit by someone skilled in the English language and scientific manuscript preparation. There are a number of professional online editing services available such as: [www.errnet.net](http://www.errnet.net). The IFAMR can provide this service for an additional fee. For more information contact the Administrative Editor: Kathryn White.
- Avoid the use of personal pronouns.
- Do not directly refer readers to a table or figure. Identification of figures and tables should be parenthetical.

- Avoid lengthy sentences.
- Avoid the use of the passive voice.
- Use action verbs in the place of linking verbs (e.g. is, was) where possible.

## **Submission Conditions**

Manuscripts (articles and cases) must be neither previously published nor submitted elsewhere simultaneously. Authors are responsible for obtaining permissions from the copyright owner for any quotations, illustrations or tables. Authors agree to transfer copyright to IFAMA if the submission is accepted for publication on the IFAMR.

## **Publication**

The *IFAMR* is published in electronic format on the IFAMA website. Upon acceptance of the manuscript for publication, authors will assign the copyright to IFAMA and supply the Business Office with a final version of the manuscript. The contact author will receive page proofs in .PDF format for final inspection before publication. The author is responsible for the accuracy of these proofs. An official letter is sent to confirm acceptance of a submission, and confirm the completion of the blind peer review process. Once accepted for publication, a file cannot be modified. Minor corrections will be added to the file, but will not replace the original text. Changes and revisions of a more substantial nature will require a separate submission to the *IFAMR*.

## **Fees**

The *IFAMR* is a non-profit organization supported by a combination of fees, industry grants and in-kind professional support. Authors are not charged a submission fee for the double blind peer review process, however, a *Publication Fee* of \$750.00 USD (\$600 for IFAMA members) will be due upon acceptance of the manuscript for publication. The publication fee is due 30 working days prior to the publication date. Credit card is the preferable form of payment. Upon payment of \$750.00 USD fee, one author will become a member of IFAMA.

**Publication Fee:** *USD \$750.00 or \$600 for IFAMA members*

## **Submission Instructions**

Upload your manuscript and supporting documents electronically by clicking the **Submit Manuscript** **Here** located near the bottom of the *IFAMR* homepage: (<https://www.ifama.org/publications/journal/Default.aspx> ).

If internet submission is not possible, your manuscript can be emailed to the IFAMA Business Office at: [IFAMR@ifama.org](mailto:IFAMR@ifama.org)

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