

Sport Management Association of Australia and New Zealand (SMAANZ)

Sport Management Review (SMR)

Editorial Policy and Instructions to Authors

Sport Management Review (SMR) is published as a service to sport industries worldwide. It is a multidisciplinary journal concerned with the management, marketing, and governance of sport at all levels and in all its manifestations—whether as an entertainment, a recreation, or an occupation. The journal encourages collaboration between scholars and practitioners. It welcomes submissions reporting research, new applications, advances in theory, and case studies. The language of publication is English. Submissions are peer reviewed.

Submission and review

Manuscript authors must follow the ‘Instructions to Authors’ as published at www.elsevier.com/locate/smr. Manuscripts must be double spaced and should conform to guidelines for manuscript preparation, referencing, and editorial style as specified in the Publication Manual of the American Psychological Association (5th edition).

Manuscripts

Submission for all types of manuscripts to SMR proceeds totally online via the Elsevier Editorial System (EES) website for this journal at <http://ees.elsevier.com/smr>. The EES guides author/s stepwise through the creation and uploading of the various files. When submitting a manuscript to EES, author/s need to provide an electronic version of their manuscript (preferably a word document). Manuscripts will be initially received by the Editor and then will be reviewed by two peer reviewers, of whom at least one is normally a member of the SMR Editorial Board. The peer review process is double-blind in the normal manner for scholarly journals, meaning that neither the manuscript author/s nor the reviewers know their respective identities. A manuscript may be recommended by a reviewer to the editor as:

1. Accepted (Accepted as is, perhaps pending minor editorial corrections);
2. Accepted with minor revisions (Accepted pending relatively straightforward revisions by the author/s);
3. Revise and resubmit (Returned to the author/s for substantial revisions, after which the article will normally be reviewed again by the reviewer requesting those revisions); or
- 4 Rejected.

Regardless of the editorial recommendation to the Editor, reviewers will also provide feedback to the author/s regarding recommended enhancements or corrections to the manuscript. SMR Editorial Board members will normally be expected to complete between 4 and 6 reviews or re-reviews per year and submit their reviews or re-reviews within four to six weeks of being contacted to complete a review. Ad-hoc reviewers will normally be expected to submit their reviews or re-reviews within six weeks of being contacted to complete a review. The names of ad-hoc reviewers who complete at least one review in a calendar year will be published in the SMR in acknowledgement of their contribution to the journal. When a final decision about a manuscript is made

(accept for publication or reject) the reviewers will be entitled to access a copy of all reviewers' feedback for a manuscript which they have reviewed.

Decision rules

The manuscript will be accepted when, in the opinion of the Editor, all substantive concerns of the reviewers have been addressed by the author/s. In those instances where author/s and a reviewer are in disagreement over requested revisions, the Editor may choose to either: (a) Allow the author/s views to prevail, or (b) Reject the manuscript unless the author/s satisfy the reviewer.

A manuscript will be rejected when both reviewers have recommended rejection. In circumstances where there are significant discrepancies between reviewers' recommendations the Editor may choose to either: (a) preference the opinion of one reviewer over the other taking into account the quality of the feedback of both reviewers; or (b) appoint a third reviewer to conduct an independent review and recommendation.

When a manuscript is accepted for publication the corresponding author will be responsible for reviewing the accuracy of page proofs provided by the publisher. The Editor is responsible for recommending to the publisher the order of articles for each issue, and the section to which each article is to be assigned. In all matters of editorial work or decisions, the Editor may consult with or delegate to the Associate Editor or to the appropriate Section Editor.

Non-compliant submissions

All manuscripts, other than book reviews, submitted to the SMR will be sent for double-blind peer review. The Editor does not have the prerogative of a desk rejection unless, in the opinion of both the Editor and the Associate Editor, the manuscript is well outside the scope of the journal. The Editor may, however, return a non-compliant manuscript to the corresponding author prior to sending it for review and require that obvious deficiencies be rectified. Such deficiencies include, but are not limited to:

- Failure to adhere to APA standards for presentation (including double-spacing), citations, and/or referencing;
- Lack of an abstract;
- Failure to provide any scholarly referencing;
- A length that would make it impractical to publish the article. Submitted manuscripts should not normally exceed forty (40) double-spaced pages including references, tables, figures and appendices;
- A similarity to work already published by the same author/s that causes the manuscript to be nearly identical in substance and/or content to the already published work including work published in an on-line journal or in refereed conference proceedings.

Section Editors

The Editor, with the concurrence of the Associate Editor, may appoint section editors to handle manuscripts that are to be considered for particular sections of the SMR (e.g., Reviews, Case Studies, Research Notes, Book Reviews and other sections). Confirmation of appointment of a Section Editor is subject to ratification by the

SMAANZ Board. Manuscripts that are to be reviewed for a section of the SMR for which there is a Section Editor will be assigned by the Editor to the Section Editor. The Book Reviews Editor will be supervised by the Associate Editor. Except for the Book Reviews Editor, Section Editors will in consultation with the Editor, appoint reviewers and, through the EES, handle all of the normal matters of corresponding with reviewers, as well as with author/s in a timely and confidential manner.

Soliciting manuscripts

The Editor, Associate Editor, Section Editors and Editorial board members are entitled to solicit potential manuscripts from author/s. Solicited manuscripts are subject to all of the normal review requirements. Section Editors, as a condition of the appointment, are normally required to provide the following numbers of publication ready manuscripts per volume of the journal: Reviews Editor (4), Case Study Editor (3-4), Book Review Editor (a minimum of 8).

Manuscripts submitted by members of the Editorial Board

All members of the Editorial Board, including the Editor, Associate Editor and Sections Editors will not normally be named as an author on more than two manuscripts per volume of the journal. The Editor or Section Editor will not be party to the review process for any manuscript on which his or her name appears as an author. Any such manuscript will be handled by the Associate Editor or appropriate Section Editor, who will coordinate the review process and make the final publication decision. In the event that the Editor and the appropriate Section Editor are both authors of a manuscript, that manuscript will be handled by the Associate Editor, unless he or she is also an author. In the event that the Editor and the Associate Editor are both authors of the manuscript, and in the absence of a designated Section Editor, the manuscript will be assigned to a long-standing member of the Editorial Board who is not regarded as having a conflict of interest such as through having been a co-author of either a research grant application or a scholarly publication in the past two years.

Special issues of SMR

The SMR may, at a frequency of not more than once per volume, publish special issues for which all or a subset of articles focus on a common theme. Any suitably qualified scholar or SMAANZ member may submit a proposal for a special issue. Normally the person/s proposing the special issue will be nominating themselves as Editor/s of the Special Issue. The proposal must include (but need not be limited to):

- A description of the theme to be addressed in the Special Issue;
- Specification of the importance of the theme;
- An indication of the authors that might be expected to contribute manuscripts for publication consideration for the issue;

Full contact details (name, address, phone, fax, and e-mail) for the editor/s of the Special Issue.

The proposal is submitted to the Editor by e-mail who will confer with the Associate Editor to determine its status. The proposal may be: (1) received favourably, (2) returned for clarification or amendments, after which it will be reviewed again, or (3)

rejected. When the Editor and Associate Editor have received the proposal favourably, they will then submit it to the SMAANZ Board with a recommendation for approval by the SMAANZ Board.

The designated Special Issue Editor will undertake the normal responsibilities of editor for the Special Issue, with the exception that any manuscripts accepted for the special issue will be submitted to the publisher through the Editor via the EES. The Special Issue Editor will, in consultation with the Editor, appoint reviewers and through the EES, handle all of the normal matters of corresponding with reviewers and corresponding with authors in a timely and confidential manner.

In the event that revisions are pending on a manuscript at the time that the special issue goes to press, the Special Issue Editor/s will contact the corresponding author instructing that all further correspondence regarding the manuscript (including the next revision) should be sent to the Editor. The Editor will then assume responsibility for coordinating the remainder of the review process and may choose to hold a manuscript over to a subsequent issue should reviews or revisions not be completed in a timely manner.

There will be an open call for papers for any Special Issue. The opportunity to submit a manuscript to be considered for a Special Issue will not be restricted only to invited authors. The call for papers will allow sufficient lead time (normally a minimum of 4 months) such that any author wishing to submit a manuscript can reasonably be expected to meet submission deadlines.

Each manuscript submitted for a Special Issue will be reviewed by two reviewers, at least one of whom is normally a member of the SMR editorial board. Review standards and protocols normally applied by the SMR will be used without exception. In the event that one of the authors on any manuscript is also the Special Issue Editor, the review process for the Special Issue Editor/s manuscript will be coordinated by the Editor, rather than by the Special Issue Editor. In the event that the Editor is also one of the authors, the manuscript will be handled as in any other instance when the Editor is an author of a submitted manuscript (as described above).

The Special Issue Editor/s will prepare a short (typically 1,500 to 3,000 words formatted in the normal manner) introductory manuscript for the Special Issue. The introductory article will normally give an overview of the theme, and provide some insight into the ways that the following articles form a cohesive whole. The Editor and Associate Editor will serve as reviewers for the introductory article in order to provide advice on content and presentation. The introductory article will not otherwise be subject to the normal blind peer review process.

If more manuscripts are accepted for publication than can be accommodated in a single issue of the journal, the Special Issue Editor/s will, in consultation with the Editor, select the manuscripts to be included in the special issue. The remaining manuscripts (in final electronic form) will be provided to the Editor for inclusion in subsequent issue(s) of the SMR, with agreement from the corresponding author.

Approved SMAANZ Board 07 Feb 2008.

Updated to comply with Elsevier (on-line) Editorial System October 2008.