

## *Journal of Cooperatives*

### **Guidelines for Submitting Manuscripts**

1. **Submission:** The Journal of Cooperatives accepts articles in electronic (PDF) format only from a single designated corresponding author who will be responsible for all subsequent communication with the editor. The corresponding author should send the manuscript and cover page (as separate PDF files) as email attachments to [phil.kenkel@okstate.edu](mailto:phil.kenkel@okstate.edu). The corresponding author should include a complete mailing address (with zip code) in the email message. Authors who have questions can contact the editor [phil.kenkel@okstate.edu](mailto:phil.kenkel@okstate.edu).
2. **Conditions:** Submission of an article will be held to imply that (a) the material in the manuscript has not been published, is not being published or considered for publication elsewhere, and will not be submitted for publication elsewhere unless rejected by the Journal of Cooperatives' editor or withdrawn by the author(s) and (b) the material in the manuscript, so far as the author(s) knows, does not infringe upon other published material covered by copyright.
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5. **Style:** Follow the Chicago Manual of Style Author-Date system, University of Chicago Press, 15th edition. All text excluding footnotes should be double spaced in a single column layout using a 12-point Times New Roman or the closest comparable font size and 1-inch (2.5 cm) margins. The pages should be numbered, all paragraphs should be indented, and headings and subheadings should be in italics flush left.
6. **Language & Grammar:** All submissions must be in English. Except for common non-English words and phrases, the use of non-English words and phrases should be avoided.
7. **Mathematical Notations:** Please use only essential mathematical notations. Consecutively number equations throughout the text placing the numbers on the right hand side margin of the page.
8. **Endnotes:** Number endnotes consecutively throughout the entire manuscript. Place all endnotes on a separate page at the end of the text. Use endnotes only for

explanatory purposes or for citation to judicial or legislative materials. Citations to these materials should follow *A Uniform System of Citation* by the Harvard Law Review Association. Do not use endnotes for citations to references.

9. **Within Text Citations:** All citations should appear in the text and contain the author(s) name(s) and year, with page numbers when necessary. Text citations should omit any comma or other punctuation between the author(s) name and the year of publication. Citations may appear parenthetically (Baarda 2005) or as part of the narrative e.g. “Baarda and Barton 2005 who show that cooperatives are more efficient”. For text citations listing more than one source, separate sources by a semi-colon: (Baarda, Barton and Boland 2004; Royer, Fulton and Ginder 2001). The abbreviation “et al.” should be used only for four or more authors. When citing a direct quotation, include page number(s) from the author(s) work. When checking citations in the text against the references, make sure that the author(s) names and the year are consistent.
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11. **Tables:** Number tables consecutively with the title in bold, located flush left on the top of each table. Only the first word of the title should be capitalized. Tables should appear in the document near where they are referenced in the text and should be inserted between paragraphs, not within them. Large tables may be placed on a page by themselves.
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13. **Manuscript Length:** Because the Journal of Cooperatives is published electronically, there is no firm page limit for submitted articles. Authors are reminded that reviewers and readers value brevity and clarity. A good target length for articles is under 25 double-spaced pages. Commentary submissions may not exceed 1,200 words.
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