

INFORMATION FOR AUTHORS

WHO WE ARE

Controlling & Management Review is a knowledge transfer journal published by the Springer Gabler group. It offers an excellent platform for exchange and dialogue between practitioners and academia and is committed to bringing its readers the state of the art in Management Accounting and Control. Articles provide readers with examples of good practice in Controlling as well as innovative ideas and ways to make the Controlling function more successful.

Controlling & Management Review has been in circulation since 1957 (formerly under the titles “krp – Kostenrechnungspraxis” and “ZfCM – Zeitschrift für Controlling und Management”). It is the leading and most frequently cited German-language journal on the subject of Controlling. The journal’s editors are Professor Utz Schäffer and Professor Jürgen Weber, directors of the Institute of Management Accounting and Control of WHU – Otto Beisheim School of Management.

YOU ARE A PRACTITIONER AND WOULD LIKE TO WRITE FOR US

We are committed to providing our readers with examples of best practice in corporate management that are of general interest. Please share your experiences of projects in the area of Controlling and change management, or give us your thoughts on developments and trends impacting current practice. We would particularly welcome your critical opinion on current standards of practice as well as your suggestions for innovative new approaches.

YOU ARE A RESEARCHER OR AN ACADEMIC AND WOULD LIKE TO WRITE FOR US

When writing, please bear in mind that your article will be read both by academics and practitioners. The latter are interested in learning the findings of scientific studies, yet they want to be able to quickly identify the information that is of interest to them. Texts should be easy-to-read, free of academic jargon, and have clear practical relevance, while being of a high professional standard. The first few lines should capture the reader’s interest and convey the benefits of reading the article. If you intend to present the findings of empirical studies, please ensure that you highlight the relevance that these have in a practical context. Avoid giving a too lengthy description of the scientific method used and, if it is necessary, place this in the area of the format template designed for this purpose. The more accessible the language is, the more people the article will reach.

BEFORE YOU START

Spend some time getting to know our journal, its layout, the text sections, and especially the style of writing before starting to write, and let us know the idea for your article in good time.

Concept Write an outline of your article which should include the following:

- topic
 - central message
 - new findings
 - example(s) from business practice
 - relevance in practice / recommendations for action
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Co-authors Articles should have a maximum of three authors.

Coordination You are welcome to contact us to discuss the concept of your article and the options for publishing it. (Email: cmr@whu.edu, tel.: +49-(0)261-6509-464).

Sample texts If you don't have access to our journal, please feel free to ask us for sample articles in English language. This will give you an idea of the layout and concept behind our publications.

WRITING YOUR ARTICLE

As with all journals, Controlling & Management Review has its own unique layout and style. We have prepared some information and tips to help you tailor your article accordingly:

Format template As well as this information for authors, we have prepared a format template which you can download at www.whu.edu/cmr. Alternatively, we would be happy to send you these via email. They will help you to write your text to our standards. Please pay particular attention to punctuation which will assist us with formatting and avoid the need for further editing.

Length of the article The main body of your article should not exceed 15,000 characters, including blanks. We are happy to consider shorter articles. You will find more information regarding the length and content of the additional text fields (abstract, core theme, summary, recommendations for action, methods) in the format template.

Style of writing Our articles are highly professional and scientifically grounded but should still be easy-to-read. Here are a few tips:

- Arouse the reader's interest by raising questions, giving real-life examples or using similar techniques in your introduction.
 - Your article should be tailored to the readers' interests and does not need to follow the typical structure of a scientific article.
 - Where possible, include real-life examples, or at least fictional examples, in the remaining text to illustrate your theses.
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Illustrations	<ul style="list-style-type: none"> • You will find information on naming your illustrations in the format template. • Please send us your illustrations in a separate file in a format that can be edited (e. g., PowerPoint, Excel). • Each illustration must have a legend, a title, and a source. Mark your own illustrations with: "Source: Author's illustration". • Please use no more than five illustrations, if possible.
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Footnotes	Please do not use footnotes to add comments within the text.

CITING CORRECTLY

Please conform to our standards when formatting your in-text citations and reference list. The most important points are highlighted in the following.

In-text references	<p>We aim to keep the number of in-text references to a minimum for the sake of better legibility. Please note the following guidelines:</p> <ul style="list-style-type: none"> • <u>For a direct quotation:</u> (Weber/Grunwald-Delitz/Margolin 2014, p. 32; Oßwald 2010, p. 391) • <u>For a reference:</u> (cf. Coenenberg/ Fischer/Günther 2009, p. 255 ff) <p>If the work has more than three authors, please use the abbreviation "et al" after the first author's name.</p> <p>Footnotes should not be used to indicate references in the text.</p>
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Direct quotes	Please enclose direct quotes in double quotation marks.
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Reference list	<p>All sources cited should be listed in the section assigned for this on the format template, listed alphabetically and by year of publication.</p> <p>Examples for formatting citations in the reference list:</p> <ul style="list-style-type: none"> • <u>Major works:</u> Coenenberg, A. G./Fischer, T. M/Günther, T. (2009): Kostenrechnung und Kostenanalyse, 7th edition, Stuttgart. • <u>Essays in professional journals:</u> Weber, J./Grunwald-Delitz, S./Margolin, M. (2014): Auf dem Weg zu mehr Einfachheit, in: Controlling & Management Review, 58 (1), p. 30-37. • <u>Essays in collective volumes:</u> Oßwald, S. (2010): Social Media Monitoring, in: Schüller, A. M./Schwarz, T. (Hrsg.): Leitfaden WOM Marketing, Waghäusel, p. 389-394. • <u>Online sources:</u> Deutsche Bank AG, Moec, G. (2012): Die Kosten der Kreditklemme, http://www.dbresearch.de/PROD/DBR_INTERNET_DE-PROD/PROD000000000286211.PDF (last access: 24.04.2014).

TO SUBMIT YOUR ARTICLE

Articles published in the main section of the regular or special issues must be relevant to the special focus of that particular magazine. We are happy to publish interesting articles on any other topic in the field of management accounting and control in the 'Spektrum' section.

Submission deadline The special focus topics of our future issues are listed in each journal. If you would like to publish an article relevant to one of these special focus topics, please observe the submission deadline given.

Submission Please only submit articles that have not yet been published on any other public medium. We are also happy to accept articles based on scientific publications that have already been edited.

Please send the following in separate files by email to cmr@whu.edu:

- Your article using the format template (Word)
 - Your illustrations (ppt or xls)
 - A portrait photo of each author in print quality (min. 300 dpi)
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REVIEW PROCESS

We ensure a high standard of quality by putting all submitted articles through a rigorous academic and editorial review process.

Evaluation Your article will be checked by our scientific staff and, if necessary, edited by our editorial staff. As we are very thorough and use a "second set of eyes" in the editing process, please note that this may take some time. We appreciate your understanding. You will receive our feedback as soon as the evaluation process is complete.

Revision If your article is evaluated positively, you will receive the edited version to check, and make corrections and enhancements, where necessary.

Assignment If your article is accepted for publication, we will let you know the issue to which your work has been assigned and when it will be published.

GALLEY PROOF CORRECTION

Once you have given your approval of the fully checked and edited version of your article, it will be sent for typesetting.

Galley proof After the manuscript has been typeset, you will be sent the galley proof as PDF with appropriate instructions for proof-reading it. It is essential that these final corrections are carried out as soon as possible to ensure that publishing deadlines are met. For technical and organizational reasons, only typesetting errors may be corrected at this point. Changes to content are no longer possible.

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IF YOU NEED HELP

Please don't hesitate to contact the editorial team by phone if you have any questions regarding content, manuscript layout, or the evaluation/publication process. We will be happy to be of assistance.

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