



The Association of  
Accountants and  
Financial Professionals  
in Business

# IMA<sup>®</sup> Student Manuscript Competition Call for Submissions

## **Purpose:**

To provide opportunities for students to share their membership experiences through publication and to provide quality articles suitable to be considered for publication on the IMA<sup>®</sup> (Institute of Management Accountants)/*Strategic Finance* website.

## **Eligibility:**

Any person who is currently a student member of IMA is eligible to submit a manuscript. (Those submitting a manuscript must keep their active membership in IMA through the judging process in order to maintain eligibility.)

## **Due Date:**

Students are encouraged to submit manuscripts throughout the competition year; however, **the submissions must be postmarked on or before March 20 for credit in the current year's "Award of Excellence" competition.** Manuscripts submitted after March 20 may be held and included in the next year's competition.

## **Awards:**

The authors of the top student manuscript will be presented an award at either IMA's Annual Conference & Expo in June or at IMA's Student Conference in November. In addition, authoring an article in accordance with these guidelines fulfills the "Manuscript/Case Competition" requirement for those student chapters participating in the Gold "Award of Excellence" program. The manuscript will also be **published on the IMA website on the Strategic Finance page** in August of the winning year. **Announcement of winner May 1<sup>st</sup>.**

## **Manuscripts:**

Manuscripts should be in English, at least 800 words in length, and written for an audience of current IMA members, with an emphasis on student IMA members. Examples of topics include the benefits of IMA from a student's perspective, the advantages of forming a student chapter, how students are preparing for careers in accounting, first-hand telling of any practical experience a student has had (such as an internship), or successful programs the student chapter has sponsored that enhanced membership, educational programs, or relationships with the parent chapter and/or council.

*Student manuscripts with topics beyond the scope shown above should be submitted as a regular manuscript and not as part of this competition.*

## **Submission:**

Email a copy of your manuscript, accompanied by the Authorization to Publish, Student Manuscript Authorization to Publish Forms attached, and a brief biography of all authors (including the class rank and major for each author) to Dawn Nicolosi at [imastudentawards@imanet.org](mailto:imastudentawards@imanet.org) – **Student Manuscript noted in subject line.**

10 Paragon Drive  
Suite 1  
Montvale, NJ 07645-1760  
[www.imanet.org](http://www.imanet.org)



# IMA Student Manuscript Competition (Continued)

## Student Manuscript Guidelines:

1. Your manuscript must be typed in a Word document, double spaced and formatted in 12-point, Times New Roman or Arial font.
2. Identify the manuscript on a cover page with its title and the names of author(s). Do not put the author's name on anything but the cover page. If there is more than one author, the authors' names should be listed in the order you want them to appear in the byline.
3. IMA is given exclusive publication rights. Manuscripts will not be returned.
4. If your manuscript contains tables and figures to illustrate your points, there should be a specific reference in the text to each table or figure in your manuscript. Put each table or figure on a separate sheet of paper.
5. Endnotes should be on a separate page at the end of your manuscript. In references cited, include the author's full name, title of publication, name of publisher, date of publication, and page numbers where applicable.
6. Articles must not have been previously published.
7. Articles must be submitted in English.
8. A manuscript must not be a poem, outline, abstract, thesis, school term/research paper, unedited speech, or previously accepted manuscript.
9. The application on the following page must be typed. You may need to access your typewriter feature found under tools in your PDF Adobe Acrobat program if you encounter any difficulties completing the form.

## Judging Process:

The manuscripts are sent to a panel of three judges, comprising members of the *Strategic Finance* Editorial Advisory Board. All references to the author are deleted from the manuscripts before they are sent to the judges. Each judge reads all submissions and ranks the manuscripts in order of preference. The judges' rankings are then combined and averaged, and the student manuscript with the best average ranking is the winner. Its authors will receive the award, and the manuscript will be published online. An editor or copy editor will work with the authors to complete the publication process.

*If you have any questions regarding the Student Manuscript Competition, please email your inquiry to [imastudentawards@imanel.org](mailto:imastudentawards@imanel.org)*

**NOTE:** *The editorial staff must have a student's permanent email address so they can contact them about the manuscript or award after the school year has ended.*



# IMA Student Manuscript Competition (Continued)

## Student Manuscript Authorization to Publish Form

Author: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
School Email: \_\_\_\_\_ Home Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
IMA Membership Number: \_\_\_\_\_

Co-Author: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
School Email: \_\_\_\_\_  
Home Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
IMA Membership Number: \_\_\_\_\_

Manuscript Title: \_\_\_\_\_  
College/University: \_\_\_\_\_  
Parent Chapter & Number: \_\_\_\_\_

**Are you submitting this manuscript as partial fulfillment of your student chapter's gold "Award of Excellence" requirements? (Please check one)**

Yes \_\_\_\_ No \_\_\_\_

### I CERTIFY THAT THIS MATERIAL:

1. Has not previously been published and is not now available to other publishers, that all material is original or, if any portion has been previously published, permission has been obtained from the owner of the copyright or, in accordance with requirements of the copyright laws, proper credit and reference to authors and publishers has been given in the manuscript.
2. Will not be offered for publication elsewhere without a release from IMA.
3. Has been cleared for publication by my company or school, or clearance for publication is not required.
4. Includes my required handwritten signature.

Signature of Author(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Author(s): \_\_\_\_\_ Date: \_\_\_\_\_