

# Preparing and Submitting a Manuscript

- Manuscripts should be between 4,000 and 6,000 words, typically 15-20 single-spaced, typewritten pages. Articles of shorter length are also acceptable. Only rarely will it be possible to publish a manuscript of more than 6,000 words.
- Manuscripts should be typed single-spaced in 12-point type using Times Roman or similar type. Use single spacing in endnote references. Please allow the text to wrap, rather than entering a RETURN or LINEFEED after every line.
- Manuscripts should be submitted electronically, preferably in Microsoft Word, to the Editors at the following website <http://ijbejournal.com/>

The sections of the manuscript should be placed in the following order: Cover page, Title page, Authors, Abstract (on a page by itself) and Body, Illustrations, Citation, References, and Appendices.

## 1. Cover Page

The cover page should include the title of the manuscript and the authors' name(s) in the order in which they will be printed. The following information should be provided for each co-author: name, title, university/company name, mailing address, telephone number, facsimile number, and e-mail address. Please indicate which co-author will serve as the primary contact for the Journal.

In addition to any acknowledgment of financial or technical assistance, this page should include each author's title, present position, and complete address and telephone number. Please keep professional titles succinct.

## 2. Title Page

Type the title in bold type, all caps, single-spaced, and centered across the top of the first page, in 14 point Times New Roman, as illustrated above.

## 3. Authors

The author(s), affiliation(s), mailing address(es), and e-mail address(es) should be single-spaced and centered on the line below the title, in 12 point bold Times New Roman for the author(s), and in normal Times New Roman for the remainders. One line space should be used to separate author(s) from the paper title. Please do not use titles such as Dr., Professor, etc.

For example:

Author<sup>1</sup>, Author<sup>2</sup> and Author<sup>3</sup>

<sup>1</sup>*Affiliation*

<sup>2</sup>*Affiliation*

<sup>3</sup>*Affiliation*

<sup>1</sup>*Email*, <sup>2</sup>*Email*, <sup>3</sup>*Email*

#### 4. Abstract (on a page by itself), and Body

Introduce the paper with an abstract of approximately 100-200 words, in 12 point Times New Roman. Begin with the centered heading "Abstract". All body paragraphs should begin flush left (no paragraph indent) and right justified. Single-space the body of the paper. Use 12 point Times New Roman throughout. Figures and tables should be placed as close as possible to where they are cited. First-level headings state the table or figure number. All tables and images should be embedded into the file and sized appropriately.

All photographs should be sampled at 300 dpi (dots per inch). Keep in mind that web graphics are typically sampled at 72 dpi. Photographs must be properly sized and positioned in the body of the paper.

#### 5. Illustrations (Tables and Figures)

Each illustration should be numbered consecutively within its series type (Table 1, Table 2, Figure 1, Figure 2). If illustrations appear in appendices, they should be numbered consecutively, but separately from body illustrations (e.g., Table A-1, Figure A-1). In the text, refer to tables and figures by their numbers. Avoid using "above," "below," "preceding," and similar terms. All Tables and Figures must have titles. Titles for each Table and Figure should be descriptive but not lengthy. The title should be in bold letters at the top of the Table or Figure.

Tables and Figures should be called "Table" or "Figure" and should be followed by a blank line and then the title for the table or figure also in bold letters at the top of the table or figure.

For Journal purposes, tables and figures are defined as follows: a table is comprised of rows and columns of numbers and/or text; a figure is a chart, graph, diagram, map, drawing, or any other non-text item that is not a table. Tables should be typed in the following style:

#### 6. Formatting your Paper

For more effective communication and better quality reproduction when printed, tables and figures should be kept as simple and uncluttered as possible, while conveying all necessary information.

- All printed material, including text, illustrations, and charts, must be kept within the parameters of the 8 15/16-inch (53.75 picas) column length and 5 15/16-inch (36 picas) column width.
- Please do not write or print outside of the column parameters.
- Margins are 3.3cm on the left side, 3.65cm on the right, 2.03cm on the top, and 3.05cm on the bottom.
- Paper orientation in all pages should be in portrait style.

#### Main Title

The main title (on the first page) should begin 1 3/16 inches from the top edge of the page, centered, and in Times New Roman 12-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word) (**e.g. A Comparative Study of Privacy Protection Methods for Smart Home Environments**).

Please initially capitalize only the first word in other titles, including section titles and first, second, and third-order headings (for example, "Titles and headings" — as in these guidelines). Leave two blank lines after the title.

**Author Name(s) and Affiliation(s)**

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 12-point, non-boldface type. (See example below)

Affiliations are centered, italicized, not bold. Include e-mail addresses if possible.

**Corresponding Author**

Corresponding author should have an asterisk sign (\*) if possible, after the corresponding author's name. The Corresponding author (e.g., \*Corresponding Author) label should be appeared at the footnote section of the first page of the paper, Times New Roman in style and 10 in font size.

**Second and Following Pages**

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-3/16 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

**Type-style and Fonts**

Wherever Times New Roman is specified, Times New Roman may be used. If not available in your word processor, please use a font closest to Times New Roman that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

**7. Details**

Footnotes should appear directly below illustrations, flush with the left edge, and they should be designated by small letters, rather than asterisks or numerals. Column or row heads should be footnoted only if the footnote applies to all items in the column or row. Complete source information must be provided for illustrations copied or derived from other sources. This complete information should be provided and an author-date citation should be given in a source note on the illustration. (Source notes are sized and placed like footnotes, below any footnotes for the illustration.)

If elements on an illustration are not labelled, but represent certain categories, items, or amounts, a complete key (legend) should be included. Make sure that necessary measures of statistical significance are reported with each illustration. Designate units (percent, dollars, hours, etc.) in column and row headings (tables) or in element labels or keys (figures). Separate from each figure, give numerical values for all points, bars, pie slices, etc., so that they can be readily reproduced by the typesetter, if necessary. Double-check formulae and mathematical terms and equations for consistency, readability, and accuracy. Add extra space between characters to clarify and separate the terms, and be sure that sub and superscript relationships are clear. Check for opening and closing parenthesis and brackets. Write the names of Greek and special characters in the margin.

Use tab indents or column alignment, rather than spaces, to align columns and indent headings.

English (USA) spelling should be used; foreign terms not commonly used in English (USA) should be italicized.

**8. Regarding Mathematical Notation**

The percent sign (%) should be used in text and in tables. Mathematical notation must be clear within the text and illustrations. All equations must be very clearly typed. Display (separate line) equations should be aligned to the left margin. Italic type is used for letters in equations, except for trigonometric functions and logarithm abbreviations, which are plain (normal) type. Matrices and vectors are in boldface type. (If these cannot be typed in italic

and boldface, italic type can be indicated by a hand-drawn straight underline and boldface by a wavy underline). Unusual and Greek symbols should be typed in the text using the Symbol capability. If no Symbol capability is possible, such special characters should be identified by name in a marginal note. (This is important; the editor may be not familiar with these symbols and may have difficulty producing the correct one without a marginal note.) For equations that might be too long to type in a 6" column, indicate appropriate breaks.

## 9. Citation

The IJBE follows the reference format of Academy of Management Journal. This format is available at the AMJ's website [http://aom.pace.edu/amjnew/style\\_guide.html](http://aom.pace.edu/amjnew/style_guide.html). The use of footnotes is discouraged.

## 10. References

References are to be listed alphabetically, last name first, followed by publication date in parentheses. Use full first name, not just initials. The reference list should be typed single-spaced in 12-point type. Please let the Endnotes wrap rather than using tabs or returns at the end of internal lines. Do not use indents, tabs, or symbols to delineate your paragraphs. Instead, use two hard returns between each reference.

## 11. Proceedings/Journal Articles

Supaporn Kiattisin (2007), "Detection of an Acute Leukemia Using an Active Contour Model," Proceedings of the 4th International Joint Conference on Computer Science and Software Engineering, May 3-4, 2007, Hotel Sofitel Raja Orchid, Khon Kaen, Thailand.

Chirapanda, S. & Yoopetch, C. (2009), "Bank Credit Card Adoption Criteria and Marketing Implications," International Journal of Business in Asia, Vol.1, No. 1, pp. 1- 20.

## 12. Books

Akachai Apisakkul & Thasana Boonkwan (2004), Strategic Management, 4th Ed. New York: McGraw-Hill Irwin.

Authors are responsible for the accuracy of their references. Check them carefully. Readers' questions and comments about incomplete and inaccurate References will be referred to the article authors with a follow-up by the Editor. All authors of a referenced work should be listed; et al. should not be used in the Reference list. Undefined acronyms should not be used.

## 13. Appendices

If any mathematical proof or development is used but not critical to the exposition of the main argument of the manuscript, authors should include it in an appendix. An appendix may also be used for the mathematical material that may be beyond the level of the average reader.