Author Guidelines
Journal of Administrative and Business Studies (JABS)

Authors who are willing to submit their manuscripts to the **Journal of Administrative and Business Studies** (hereinafter is referred as "the Journal" or JABS) are required to prepare manuscripts in accordance with the Journal's formatting/style guides for authors. Manuscripts that do not follow this Author Guidelines tend to be less favorably reviewed, and may be returned to the author for revision prior to any further submission to the full review process.

Peer-review Process
Submitted manuscripts have to undergo peer-review processes. The Journal uses double/triple-blind reviews, meaning that author identities are concealed from reviewers, and the identities of each reviewer are concealed from all authors and other reviewers. To facilitate the blind review process, all authors are required to prepare their manuscripts in a way that must not reveal their identity to reviewers. Therefore, all authors are required to divide their submissions into 3 files: (1) Cover Letter, containing a brief explanation on a manuscript being submitted; (2) Editorial File, containing additional information required for editorial purposes; and (3) Manuscript, containing the full content of a manuscript except any detail regarding authors and any related identity.

Publication of Accepted Articles
All accepted papers are copy-edited prior to final publications. Besides, a copy-editing process will reformat an accepted manuscript to fit with the ready-to-print format of the Journal. During the copy-editing process, authors review any edits made in page proofs. The Journal's copy editor–production manager will contact you after the acceptance of your manuscript by reviewers.

General Format
Any manuscript submitted to the Journal must be written using Times New Roman font with 12-point type on the 8½ × 11 (A4) page setting. The document should be 1.5 spaced throughout. Page numbers are placed on the bottom-center of every page. The top and bottom margins are 3cm, while the left and right margins are 2.5cm. All the paragraphs should be justified. All files must be submitted in Microsoft Word (.DOC/.DOCX) format.

For guiding the preparation, all required formatting standards are organized as follows:

1. COVER LETTER
The Cover Letter has no specific writing format. Authors are free to write an explanation on a manuscript being submitted to the editorial team of the Journal. The explanation may consist a brief summary of the manuscript content, including original contribution(s) proposed by the manuscript. Besides, the Cover Letter may contain the reason why authors consider JABS as the medium for publishing their research result, and how the manuscript can attract international audiences for the Journal. This file is taken only for the Journal's editorial team and will not be sent to reviewers.

2. EDITORIAL

The Editorial file contains additional information required for editorial purposes. Hence, it will not be sent to reviewers. In general, formatting guidelines in the Editorial file consist of five sections:

A. Title Page

This page contains the title of article being submitted.

B. Author Identities

Author names. All authors must be listed. The order of authors may represent the contribution of each author during research/writing process; however, it is up to the agreement between authors to decide the order. For an author with singular name, please with the name directly. For an author with a family/last name and a given/first name, please use First-Name Last-Name format. For an author with one or more middle name(s), please use only initial(s) for the middle name(s) (ex. M.N.).

Address. Under the name of each author, list the affiliation(s) and complete addresses. For example:

First-Name M.N. Last-Name
Current University
School and/or Department
Building and/or Street
City, State, Zip Code
Tel: (000) 000-0000
Fax: (000) 000-0000
E-mail: scholar@univ.edu

For authors from the same university, please write it separately under the name of each author. For an author with more than one affiliation, please write the other affiliation(s) and addresses (Current University, School, Street, *etc.*) separately after the first affiliation. The order of affiliations may represent the contribution of each institution in research/writing process, yet it is up to the respective author to decide the order.

Corresponding author. The team of authors must choose one/more author(s) as the corresponding person(s) during submission processes. A corresponding author is responsible for any communication with the Journal's editorial team.

C. Abstract

This page contains abstract of the article being submitted. A short description (in one paragraph of 300 words or less) of the main aspects of the whole paper in a prescribed sequence is required, which must include: 1) the overall purpose of the study and the research problem(s) you investigated; 2) the basic design of the study; 3) major findings or trends found as a result of your analysis; 4) a brief summary of your interpretations and conclusions; and, 5) the implications of your work.

Keywords are listed inline below the abstract, separated by "," (comma). A maximum number of five keywords is allowed. Keywords are advised to exclude any words contained in the title of the article being submitted for better topic coverage.

D. Acknowledgment

If an author(s) wishes to acknowledge financial support, any other assistance, or the constructive feedback provided by the reviewers and/or the editor, add a note within the Acknowledgment page.

E. Conflict of Interest

All authors must declare that there is no conflict of interest potentially made during their research, writing process, and submission process that may interfere with ethics in research and publications, including conflict of interest between the provider(s) of research grant and the result(s) of research contained in the submission.

3. MANUSCRIPT

The Manuscript file contains required information and styles to write a manuscript. In general, five sections must be provided in a manuscript file: (A) Title & Info Page; (B) Abstract & Keyword Page;(C) Content Pages; (D) References; and (E) Back Pages for Figures, Tables and Appendix. Specific formatting guidelines are as follow:

Headings and Sections

JABS uses only three levels of headings. Use **bold-face** (strong) for all three. *Main headings* (H1, all capital letters; centered) are first. *Second-level headings* (title-style letters; flush left) are next. *Third-level headings* (first letter of first word capitalized; indented; italicized; and run into paragraph) are the deepest level. Don't skip steps: any second-level headings before a first-level heading is used, for instance. Use second- and third-level headings in sets of two or more.

Footnotes

Use footnotes placed on their respective pages. Do *not* use any endnotes.

Hypotheses

If your study contains any hypothesis, fully and separately state each hypothesis you tested separately. Phrase it in the present tense. Authors are advised to give a distinctive number or number-letter for each hypothesis, *e.g.* Hypothesis 1 or Hypothesis 1a.Examples:

> *Hypothesis 1a. Concise writing has a positive relationship to publication.*

> *Hypothesis 1b. Following JABS's Author Guidelines has a positive relationship to publication.*

Languages

Abbreviations. Avoid use of abbreviations for the name of a concept. Do *not* use code names. Instead, use ordinary words for variable names. Apply a consistent name for a variable throughout a manuscript, including in abstract, content, figures, tables, and appendixes. Names of organizations or research instruments may be abbreviated. If it is necessary then use full name for the first time and then use abbreviations in the subsequent paragraphs. Names of software some and some common databases may also be abbreviated.

Technical terms. The Journal has a wide-ranging readership, so it is advised to make any content accessible for them. Every technical term must be clearly defined, particularly a word or phrase

that is not present in common dictionaries. A technical term may have different ascribed meaning than the same term in general uses. Thus, authors must put quotation marks around the first appearance of each technical term in their manuscript, and then they have to provide a definition following the first appearance to make emphasis on its particular meaning in the text.

Reporting math equations. Use words instead of "talking in math" directly, *e.g.*"The survey is conducted over 100 employees", *not* "The survey is conducted with $n = 100$ employees."If required, the variable goes in parentheses, *e.g.* "The survey is conducted over 100 employees ($n = 100$)". For equations displayed as separated lines in the text, define each new term in all equations.

Gender-biased or sexist language. Avoid any language that might be interpreted as denigrating Authors must not use "he" or "she" to address a neutral party exclusively. Using the plural, *e.g.* changing "the manager … he" to "managers … they", is one solution; using "he/she" ("him/her") is another.

Tables and Figures

Tables and figures can enhance both the reader's understanding of information and the efficiency of its presentation. But just as too many figures and tables can detract from the overall narrative. Thus JABS encourages the judicious use of tables and figures and the Journal discourages their overuse. Number tables and figures consecutively (one series for tables, one for figures). Place them at the end of the Manuscript file, but indicate the position of each in the text as follows:

Insert **Table 2** about here

Figures, unlike tables, contain drawings (*e.g.* an arrow, boxes). Make sure your figures print out clearly so that they can be scanned. Authors may use color for online file, but printed version will use black and white. Thus, it is advised to convert any figures into grayscale for showing any color-based indicators.

Citations

Referencing is a formal way of acknowledging the sources of information and ideas that authors have used in their manuscript. Referencing is important to verify quotations to enable readers for following up what authors have written and locate the cited author's work, to show that authors have properly researched the topic, and to avoid plagiarism. In short, references are authors' in-text, in parentheses, identifications of other research. Every work that has a citation needs to have a corresponding reference (see "References," below).

Name and year. In the Journal's style, in-text citations usually require the name of the author(s) and the year of publication. Examples:

> *Name and year* —Discourses are changed through the production, distribution, and consumption of texts (Hardy & Phillips, 2004).

> *Year only* —Bourassa (1999) have emphasized …

Page numbers in citations. Page numbers are included in the in-text citation if authors have a direct quote, paraphrase a passage or they want to direct readers to a specific page or pages. Examples:

> Writing a book is "a long and arduous task" (Lee, 1998:3).

> Few scholars have developed theories in which organizations are the primary actors (Stern & Barley, 1996: 148-149).

Order. Order citations alphabetically. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding "a," "b," and so forth, after the year. Example:

> … several studies (Arnold, 1994; Bruce, 2013; Lei, 1995a, 1995b) support this conclusion.

Multiple authors. If a work has two authors, give both names every time you cite it. For three through six authors, give all names the first time, then use "*et al.*" in citations. Examples:

> *First citation*—(Foster, Whittington, Tucker, Horner, Hubbard, & Grimm, 2000).

> *Subséquent citation*—(Foster *et al.,* 2000)

For seven or more authors, use "*et al.*" even for the first citation (NOTE: The corresponding reference should give all the names).

Citing a secondary source. If authors have not seen the original work, but have been made aware of it through another reference, name the original work and give the citation for the secondary source. Examples:

> Organizations are concentrating more on the "attitudinal and behavioral characteristics of employees" (Parker,1996 as cited by Johnson, 1999:216).

> According to Parker (1996, as cited by Johnson,1999:216) organizations are concentrating more on the "attitudinal and behavioral characteristics of employees."

Citations with no author. For an article with no author, cite the periodical as author. Examples:

> Analysts predicted an increase in service jobs (Wall Street Journal, 1999).

> Economic analyst predict a significant decrease in unemployment rates (Wall Street Journal,1999).

Citing reports, handbooks, and the like. Cite the "corporate author" that produced them. Example:

> *Organization as author*—Analysts predict an increase in service jobs in the U.S. Industrial Outlook(U.S. Department of Commerce, 1992).

Such sources can also be identified informally. No corresponding reference will then be needed**.** Example:

> *Informal citation*—According to the 1999U.S. Industrial Outlook, published by the U.S. Department of Commerce, service jobs will increase.

Electronic sources. Use a regular citation (author, year) if an author of one of the types discussed above (human, periodical, or corporate) can be identified. If not, use the web address, which has become the source, in parentheses. No corresponding reference need be used in the latter case.

References

References are entries in the form of an *alphabetical list at the end* of manuscript. The list should include only works that have been correspondingly cited within the text.

Order. Alphabetize references by the last name of a sole author, a first author, or an editor, or by the name of a corporate author (for instance, *U.S. Census Bureau*) or periodical (such as the *Wall Street Journal*) if there is no human author or editor. Order works by an identical author by year of publication, listing the *earliest first*. If the years of publication are also the same, differentiate entries by adding small letters ("a," "b," *etc.*) after the years. Repeat the author's name for each entry.

Books. Examples:

Granovetter, M. S.1965. ***Getting a job: A study of contracts and careers***. Chicago, US: University of Chicago Press.

Kahn, R. L., &Boulding, E. (Eds.). 1964. ***Power and conflict in organizations***. Illinois, US: Free Press.

Katz, D., &Kahn, R. L.1978. ***The social psychology of organizations*** (2nd ed.). New York, US: Wiley.

National Center for Education Statistics. 1992. ***Digest of education statistics***. Washington, D.C., US: National Center for Education Statistics.

Periodicals. Examples:

Nonaka, I.1991. The knowledge-creating company. ***Harvard Business Review***, 69(6): 96–104.

Shrivastava, P.1995. The role of corporations in achieving ecological sustainability. ***Academy of Management Review***, 20: 936–960.

If an article has no author, the periodical is referenced. Examples:

BusinessWeek. 1998. The best B-schools. October19: 86–94.

Harvard Business Review. 2003. How are we doing?81(4): 3.

Chapters in books. Examples:

Levitt, B., &March, J. G.1988. Organizational learning. In W. R.Scott&J. F.Short (Eds.), ***Annual review of sociology***, vol. 14: 319–340. California, US: Annual Reviews.

Dutton, J., Bartunek, J., &Gersick, C.1996. Growing a personal, professional collaboration. In P. Frost&S.Taylor (Eds.), ***Rhythms of academic life***: 239–248. London, UK: Sage.

Unpublished works. These include working papers, dissertations, and papers presented at meetings. Examples:

Duncan, R. G.1971. ***Multiple decision-making structures***. Working paper no. 54–71, Northwestern University Graduate School of Management, Illinois, US.

Smith, M. H.1980. ***A multidimensional approach to individual differences in empathy***. Unpublished doctoral dissertation, University of Texas, Austin, US.

Wall, J. P.1983. ***Work and nonwork correlates of the career plateau***. Paper presented at the annual meeting of the Academy of Management, Dallas, US.

Electronic documents. These include e-only articles with no printed (either hardcopies or e-papers) version. Follow this form: Examples:

Wei, L., &Trivedi, A.2015. Markets test China's vow to ease grip on Yuan. *The Wall Street Journal*. URL: http://on.wsj.com/1DJlKHB. Last accessed on 12 August 2015.

Anonymous. Ten things we know to be true. *About Google*. URL: http://www.google.com/about/company/philosophy/. Last accessed on 17 July 2015.

Guidelines for Submitting Figures/Images

Authors have to make sure to use uniform lettering and sizing of their original artworks. Number the illustrations according to their sequence in the text. Line-based illustrations should be submitted at 900 dpi. Halftones and color should be submitted at a minimum of 300 dpi. Save as either TIF or JPG files. Black-and-white arts must be submitted as grayscale —*not* RGB. PowerPoint or Excel files should NOT be submitted.