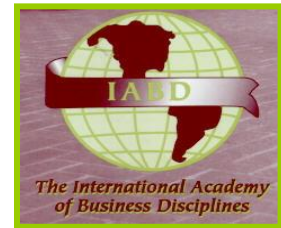




## Style Guide for the Journal of International Business Disciplines



### Guidelines for Publication

GUIDELINES FOR PAPERS to be included in the Journal of International Business Disciplines (JIBD).

#### Body Character and Paragraph Spacing:

All papers must be single-spaced with no indentation. Margins must be set at 1" all around. All text should be set in **Times New Roman 12-point font**. The entire paper should be fully justified. Type only one space after punctuation. Allow paragraphs to wrap, placing paragraph line breaks only after the ends of paragraphs or title lines, as appropriate.

Put one blank line between paragraphs.

#### Paper Title and Author Character and Paragraph Spacing:

The title of the paper should not exceed two lines. It should be set **ALL CAPITALS**. Double-space after the title. Only the main title, main headings, and table and figure titles should be **bold**.

Write the author's name and institutional affiliation on one line with a comma between them. Do not include academic degrees or position titles. Write the author's e-mail address on the line immediately below the author's name (single-spaced). Double-space between successive authors' information (if applicable). Center all title and author information.

#### Abstract

Double-space after the last author's information. Type the word "**ABSTRACT**" in **ALL CAPITALS and bold**, and **LEFT JUSTIFY** it. The abstract section should be 100 to 150 words (7 to 10 lines). Double-space after the end of the abstract and begin body of the paper.

#### Headings

Main headings should be **ALL CAPITALS, BOLD and LEFT JUSTIFIED**. Second-level headings should be **Upper-Lower Case, Bold, and Left-Justified**. Third-level headings should be *Upper-Lower Case, Bold, Italic, and Left-Justified*. Double-space between each heading and the paragraph below it.

Put two blank lines on either side of headings and sub-headings within a paper (except when doing so would leave a title alone at the bottom of a page without any of its attendant text).

### Tables and Charts

Place all tables and charts inside the body of the paper, keeping them within the margins. Number all tables and charts using Arabic numerals, as also in the text. Place titles of tables above the tables and titles for figures below the figures. Use **ALL CAPITALS** and **BOLD**. Center the titles.

### References

Follow the style of the *Publication Manual of the American Psychological Association*. The APA manual and other useful works on APA style are available from the American Psychological Association at its website at <http://www.apastyle.org/index.html>.

NOTE: No footnotes please.

### Page Numbering

Page numbering is **not** necessary because all manuscripts must be submitted electronically and the printer will number them altogether for publication in the IJIR. Please be advised that **the page limit is 20 single-spaced pages, including the titles, authors, abstract, body, tables, figures, and references.**

### Submission

The final version of the manuscript must meet the above noted specifications. Please **E-mail the formatted paper as an attachment in MS Word** to Ahmad Tootoonchi, Chief Editor at [tootoonchi@ewu.edu](mailto:tootoonchi@ewu.edu).

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The Editorial Board of *JIBD* thanks you for your submission, and wishes you success in your future publication efforts. For more information about the *Journal of International Business Disciplines*, please see [WWW.JIBD.ORG](http://WWW.JIBD.ORG).