
QRBD - QUARTERLY REVIEW OF BUSINESS DISCIPLINES

A JOURNAL OF INTERNATIONAL ACADEMY OF BUSINESS DISCIPLINES

STYLE GUIDE FOR AUTHORS

GENERAL INSTRUCTIONS

Any article submitted to *Quarterly Review of Business Disciplines (QRBD)* should be prepared according to this style guide and submitted as a single Microsoft Word document with all components of the manuscript, excluding the title page and other author-identifying information. Submitted manuscripts should be approximately 16-20 single-spaced pages with no indentation. Margins should be at one-inch, top, bottom, and sides of the page. Font type should be 12-point Times New Roman throughout the document. Use one space, not two spaces, between words. Single space all body text, including abstract and references. Double space after the title, between authors, after section headings, between paragraphs, to set off block quotations, and between references in the reference list. The manuscript should be fully justified. Manuscripts longer than 16-20 single-spaced pages may be returned without review. Double check all mathematical entries in the manuscript before submission. Write out numbers between one and ten. Check and correct spelling and punctuation before submission and be consistent throughout the manuscript. **No footnotes or end notes.**

READABILITY

Manuscripts for *QRBD* are judged not only on scholarly contribution, but also on clarity and whether they can be read and understood by international readers with varied backgrounds. Write in an interesting and readable manner with mixed sentence structure. Sentences should be short so the reader does not get lost before coming to the end of the sentence and should be in the active voice instead of the passive voice so the reader can see who did what. Use the first person – I or we. Technical terms should be at a minimum so readers can understand the point that you are making. If technical terms are used, then they must be defined when they first appear. Paragraph length should also be varied – not long and run-on. The audience for *QRBD* is both practitioners and academicians; it is intended to be read and enjoyed.

TITLE PAGE

Create a title page to be submitted separately from the manuscript.

- Title of the manuscript
 - **A title of no more than two lines** – manuscript titles should be short
- Titles (Dr., Professor, PhD), full names, affiliation, and email addresses of all authors.
- Acknowledgement of financial or research assistance, where the manuscript has been presented, thanks to session chairs and/or discussants, etc. This information should not be included anywhere else in the manuscript.

ABSTRACT

The manuscript should begin with an Abstract Page that includes the title of the manuscript and a detailed **abstract of 150-250 words or less**. Word count should not include the title, authors, affiliations, or the word Abstract. The abstract should describe the purpose of the research. It should not contain any information that could identify the author(s). Make sure that the abstract is direct and reader-friendly. Abstracts should be informative for non-specialists.

KEYWORDS

Keywords describe your paper for indexing and word searches of your manuscript. You should choose three to five keywords, which should be placed two spaces below the abstract.

BODY OF THE PAPER

The objective of the paper as well as the motivation and context of the research should be clearly stated in the introduction. A literature review should be limited to the articles, books, and other items that have a direct bearing on the topic being addressed. The conclusion should summarize key findings and state their importance to the field.

CITATIONS

When citing a list of references in the text, put the list in alphabetical order and separate authors by semicolons; for example, Listening does not come easily to most people (Cain, 2012; Campbell, 1997; Dewey, 1907; Fiumara, 1990).

If a work has two authors, give both names every time cited; for example, (Dotlich & Cairo, 2003) or if not parenthetical then Dotlich and Cairo (2003). An ampersand is used instead of the word “and” in parenthetical citations.

For three to six authors, give all names the first time the work is cited and then use the first author’s name and et al. for all subsequent citations.

For works with seven or more authors, use the first author’s name and et al. for all in-text citations, including the first citation.

To cite a direct quote, page numbers must be included to provide the exact source of a direct quotation, separated by a comma and a space. Example: “Just knowing that one should think critically is not the same as being able to do so; that requires domain knowledge and practice” (Willingham, 2007, p. 13). Page numbers should also be used when specific arguments or findings of authors are paraphrased or summarized. Example: Bédard and Chi emphasize that “this knowledge influences the perceptual processes and strategies of problem solving” (1992, p. 135). For citations from a website without a page number, a paragraph number should be provided so the reader can find the information directly. Example: “There are approximately 190,000 undocumented migrant workers in South Korea” (SOUTH KOREA: Crackdown..., 2009, para. 4).

HEADINGS

Main or first-level headings should designate major sections of the paper. Main headings should be bold, centered on the page, and typed in all caps. Example:

COMPETITION: THE TIPPING POINT OF POWER

SECOND LEVEL HEADINGS

Second-level headings should be bold, typed flush with the left margin, with major words capitalized – sentence case. Example:

Statement of the Problem

THIRD LEVEL HEADINGS

Third-level or paragraph headings should be bold and italicized, typed flush with the left margin, and in sentence case, with only the initial word capitalized. Paragraph headings should be followed by a period. The text follows the paragraph headings on the same line. Example:

Global competition. Multinational corporations expanded their hold...

TABLES AND FIGURES

Tables and figures should supplement and clarify the text, not duplicate it. Each table or figure must have at least one sentence in the text that introduces it. In-text references to tables should be in sequential order throughout the paper. A table should be understandable on its own. The degree to which tables add impact to the manuscript should be carefully considered. They should be used only when the data can be more economically presented in this form rather than in the narrative form. Only columns and rows should be used in a table. All tables should be editable in Word. All other visual representatives, line drawings, maps, charts, graphs, diagrams, photos, etc. should be labeled as a figure. Authors should provide finished camera-ready artwork for all figures. Tables and figures should be numbered consecutively using Arabic numerals in order of appearance (one series for tables, one for figures). Tables and figures should be centered on the page directly under the table or figure number. Cite sources directly below each table or figure. The word table or figure should be typed using sentence case with the Arabic numeral following it and a period, then the title of the table or figure. Example:

Figure 1. Model of Competition – Exchange of Knowledge

REFERENCES

The reference list should be at the end of the manuscript in alphabetical order by author or editor name, or by the corporate author (Ministry of Science and Innovation) or title of the article for a periodical e.g. *The Economist* if there is no clear indication of author or editor. The reference list must contain all of the references cited in the text, but only works cited. Several references by an identical author or group of authors should be ordered by year of publication with the earliest

year listed first. Multiple references by one author or group of authors in the same year of publication should be differentiated with a small letter (a, b, c, etc.) after the year. Authors' names are repeated for each entry.

Manuscript authors must make certain that the reference for each citation is complete and that the dates cited and the spellings of the authors' names in the text and the reference list are in complete agreement. Include both the volume and issue number for journal/periodical references.

Use a hanging indent of .5 for each reference. Hyperlinks to websites should be removed.

Book entries should be listed as follows:

Cain, S. (2012). *Quiet – The power of introverts in a world that can't stop talking*. New York: Crown Publishers.

Dotlich, D. L., & Cairo, P. C. (2003). *Why CEOs fail – The 11 behaviors that can derail your climb to the top – and how to manage them*. San Francisco: Jossey-Bass.

Chapters in edited books should be listed as follows:

Górniak-Kocikowska, K. (2011). Knowledge management and democracy: A critical review of some moral issues and social dilemmas. In G. J. M. da Costa (Ed.), *Ethical issues and social dilemmas in knowledge management: Organizational innovation* (pp. 28-44). Hershey, NY: Information Science Reference.

Weinberger, D. (2001). The hyperlinked organization. In C. Locke, R. Levine, D. Searls, and D. Weinberger (Eds.). *The cluetrain manifesto: The end of business as usual* (pp. 1-30). Cambridge, MA: Perseus Publishing.

Journal/Periodical entries should be listed as follows:

Bédard, J., & Chi, M. T. H. (1992). Expertise. *American Psychological Society*, 1(4), 135-139.

Goralski, M. A. (2008). The paradox of education and its relationship to business management. *The Journal of Business Management and Change*, 3(2), 95-108.

Online journal articles should be listed as follows:

Some Facts About Women Entrepreneurs. (n.d.). *Go4Funding*. Retrieved from <http://www.go4funding.com/Articles/Entrepreneur/Some-Facts-About-Women-Entrepreneurs.aspx>

To the barricades. (2006, March 2). *The Economist*. Retrieved from http://www.economist.com/research/backgrounders/PrinterFriendly.cfm?story_id=55788

Dissertations and presented papers should be listed as follows:

Ahn, Y. G. (2007). *Strategic sustainability management for enhancing corporate value in the context of Korean business circles*. (Unpublished doctoral dissertation.) Erasmus University, Rotterdam, The Netherlands. Retrieved from <http://www.eur.nl/fsw/english/publicadministration/phdgrad/phd/program/results/>

Alvater, E. (2006, September). *Conceptualising globalisation*. Paper presented at The Transformation of Work in a Global Knowledge Economy: Towards a Conceptual Framework Conference, Chania, Greece.

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