# Journal of Business and Management

### Submission Guidelines

- 1. A submitted manuscript must be written in English with double-spaced, 12-point Times New Roman font and the single-column format. It must contain original, unpublished work and is not being submitted for publication or review elsewhere.
- 2. If you are a first-time user of the JMS portal, please register as a new author to submit your paper files.



3. By submitting a paper to *JBM*, the author agrees to abide by the publication ethics stipulated in COPE (Committee on Publication Ethics) http://www.publicationethics.org/.

## **Instructions for Authors**

- 1. Submitted papers should not have been previously published nor be currently under consideration for publication elsewhere. (N.B. Conference papers may only be submitted if the paper was not originally copyrighted and if it has been completely re-written with less than 30% similarity.)
- 2. Papers must be prepared in English.
- 3. The author must check and correct all grammatical or spelling errors before submission. There are various online software tools available free to authors, e.g., Grammarly Basic could be downloaded and installed free of charge and is highly recommended for JBM authors.
- 4. There is no submission deadline for JBM. All papers are double-blind reviewed by at least two reviewers whose expertise matches the paper content. The processing time for the first-round formal reviews is about six weeks. Subsequent rounds of reviews tend to be faster.
- 5. To simplify file conversion effort, PDF or Microsoft Word (for Windows) DOC format is advised. Then, please submit your paper via the JBM Journal Management System (URL: http://gebrc.nccu.edu.tw/jms/).
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- 7. The submitted and accepted paper should follow the author guidelines for paper submission provided on the JBM website to format the pages for publication.

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The submitted paper should include [1] paper title (15-30 words), [2] structured abstract (200-500 words), [3] 5-10 keywords, [4] the paper body (5000-10000 words), [5] references (30+), and/or appendices. The author(s) information should not appear anywhere in the paper body

file, including the page header and footer. The corresponding author of an accepted paper should follow the author guidelines for paper submission provided on the JBM website to format the pages for publication. During the initial submission, the format of the *paper body* could be freestyle. However, the citations must be complete using the APA styles, and the content must be organized using the sections suggested on the JBM website.

Each author must submit three separate files:

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	Minor Revisions	Send back for Revision, then Accept	Send back for Revision, then Accept	Send back for Revision, then Reexamine	*
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	Reject	*	*	Reject	Reject

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