

Journal of
JESUIT BUSINESS EDUCATION

Style Guidelines for Authors

The *Journal of Jesuit Business Education* (JJBE) is the peer-reviewed, interdisciplinary journal of the Colleagues in Jesuit Business Education (CJBE). The journal is dedicated to the distribution of scholarly work and commentary with a focus on the distinctiveness of business education in the Jesuit tradition.

Preparation of Manuscript

The journal seeks manuscripts that meet the following qualities:

1. It must be an original composition that exhibits high scholarly quality. It should be original/ novel in terms of findings, discourse, or courses of action, among others.
2. It should include a focus on business education in the Jesuit tradition.
3. It should give readers information and insight on the teaching and/or practice of business in an ethical, socially conscious and socially responsible manner.
4. It should include a clear statement of the following:
 - Purpose of the study/statement of the problem
 - Design/methodology/framework of the study
 - Findings/results/discussion, e.g., thoughtful and meaningful discussion of the situation in light of possible valuable and constructive action
 - Novelty/originality/value/contribution of the study

Manuscripts go through a double-blind review process overseen by the editorial board. Submissions of theoretical work, empirical studies and case studies are all encouraged. Manuscripts should be submitted in compliance with the following guidelines:

- Microsoft Word document, 12-point Times New Roman font
- Double-spaced, 1-inch margins all around
- Manuscripts of up to 8,000 words in length including abstract, endnotes (if any) and references
- **Use APA** citation style, including in-text references using the (Last Name of Author, Year of publication) format
- All pages should be numbered in the upper right hand corner
- Please use endnotes, if necessary, rather than footnotes. Endnotes appear before the References
- *Figures, tables and charts* should be submitted as appendices but the main body of the article should clearly indicate the location of the figure/table/chart. Authors must submit high quality diagrams, drawings, and images.

The submission should have the following parts:

1. Page 1: *Title Page* with names of authors, affiliations and contact information
2. Page 2: Title with no author names. The main body of the article should not contain the names of the authors.
3. Page 2: *Abstract* (no more than 125 words) that states the purpose of the study, the methodology/framework used, identifies key findings, and the contribution/value of the article
4. Page 3 onwards: The *Article* (main body) should include the following:
 - a. Purpose of the study/statement of the problem
 - b. Design/methodology/framework of the study
 - c. Findings/results/discussion, e.g., thoughtful and meaningful discussion of the situation in light of possible valuable and constructive action
 - d. Value/contribution of the study, acknowledgement of limitations of the study, conclusion
5. *Figures, tables and charts* should be submitted as appendices but the main body of the article should clearly indicate the location of the figure/table/chart. Authors must submit high quality diagrams, drawings, and images.
6. To ensure a blind review, all references to the author's identity must be removed from the main body and notes.