

Journal of  
**JESUIT BUSINESS EDUCATION**

---

### **Editorial Policies and Guidelines for Web Site**

The Journal of Jesuit Business Education (JJBE) is dedicated to the distribution of scholarly work and commentary with a focus on the distinctiveness of business education in the Jesuit tradition. The journal welcomes submissions from all business and management disciplines (e.g. business ethics, international business, accounting, marketing, finance, leadership, data analytics, human resources) and from related disciplines (e.g. economics, political science). Published manuscripts represent a wide range of interests from all business disciplines with a focus on Jesuit and Catholic identity, ethics and social responsibility, service learning, faith and spirituality, and social justice. No worthy topic related to Jesuit business education is beyond the scope of the journal.

#### **General Policies**

1. The *Journal of Jesuit Business Education* (JJBE) is the official journal of the Colleagues in Jesuit Business Education (CJBE). It is published and managed by the Colleagues in Jesuit Business Education (CJBE) and is printed by Saint Joseph's University Press.
2. The *Journal of Jesuit Business Education* (JJBE) is sponsored by CJBE which was founded in 1998 (for more information on CJBE, its mission, structure and governing board, etc. please visit the website at <https://www.ignited.global/about/colleagues-jesuit-business-education-cjbe>)
3. JJBE accepts only manuscripts of original work that have not been published previously and are not under consideration for publication elsewhere and does not contain any matter that is obscene, libelous, or in other ways contrary to law.
4. There are no fees for submission or review of manuscripts. The author is obliged to secure all necessary permissions for any parts of the article, such as the use and reproduction of text, tables, illustrations, etc., the copyright of which is owned by someone else, to pay any fees that may be involved, and to furnish the publisher copies of the license / written authority and proof of payment of related fees.
5. Authorship is reserved for those who made a significant contribution to the manuscript. Others who have contributed should be acknowledged.
6. JJBE may require proof of approval by the authors' university ethics committee or its equivalent, which includes proof of informed consent, statement regarding potential conflict of interest and source of financial support.
7. JJBE may require a statement that no part of the manuscript was falsified, fabricated, plagiarized. Falsification, fabrication, or plagiarism can lead to retraction and reprimand from the journal. It is the author's responsibility to retract or correct errors promptly.
8. These articles shall be subject to a double-blind review process overseen by the editorial board. Submissions of theoretical work, empirical studies, book reviews and practitioner manuscripts in English are all encouraged. Case studies may also be considered.

9. To ensure fair and timely review of the manuscript, the Senior Editor selects independent reviewers who have suitable expertise and without conflict of interest.
10. The publisher has the exclusive right to reproduce, distribute and publish the accepted articles, in whole or in part, throughout the world during the full term of copyright and all renewals and extensions thereof, if any is allowed by law at present or in the future, as well as exclusive rights, without limitation, for the mechanical, electronic and visual reproduction; electronic storage and retrieval; and all other forms of electronic publication or any other types of publication.
11. The author must secure prior written permission from the Journal's Editorial Board to subsequently republish, reprint or translate all or part of the Article in other publications.
12. The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
13. The journal is currently offered in digital format and hard copy. Articles and issues may be purchased and downloaded from the IgnitEd website (<https://www.ignited.global/journal-jesuit-business-education-jjbe>). Digital copies of JJBE volumes and individual articles are free of charge to all faculty and students from colleges and universities that contribute the \$2,000 annual membership fee to CJBE/IAJBS. In addition, 20 hard copies of each new edition of JJBE are sent to each member school for no charge.

### **The Double-Blind Review Process**

1. A submitted manuscript is evaluated by the Senior Editor to confirm that it is consistent with the nature of the journal and if the Author Guidelines were followed.
2. After a positive initial evaluation, the authors' names and identifying items are removed from the manuscript.
3. The Senior Editor identifies two expert reviewers to review the anonymized manuscript, using the JJBE Review Form, which was developed in accordance with the Reviewer Guidelines.
4. The reviewers return their reviews to the Senior Editor and the Editorial Board (i.e., Senior Editor and two Co-Editors) decides if the manuscript will be accepted or rejected, or if it needs to be revised.
5. The manuscript is sent back to the author(s) together with the consolidated review. The consolidated review is based on the submitted Review Forms, without the names of the reviewers.
6. The author(s) submit the revised manuscript, together with a summary of responses to address the specific comments of reviewers.
7. The revised manuscript is sent back to the Senior Editor together with the authors' responses.
8. The Senior Editor and Co-Editors review the revised manuscript and decide if the manuscript will be accepted or rejected, or if it needs to be further revised.
9. The Senior Editor informs the author(s) of the decision.

### **Retractions**

Sometimes, an article may present results or contents that are incorrect, misrepresented, carelessly prepared, intentionally falsified or plagiarized. Such articles threaten the integrity of scientific records and need to be retracted. When editors are alerted of possible scientific misconduct the Editor will organize a careful investigation with authors, Editorial Board members, university authorities or other parties (as appropriate), and will make a decision on a possible Retraction of the original publication. If a

Retraction is published, it will officially replace the original publication on the website. The original publication is amended with a "RETRACTED" watermark but will still be available on the journal's website for future reference. However, retracted articles should not be cited and used for further research, as they cannot be relied upon. The Retraction is published, with page numbers added, as a separate item in the current issue of the journal, so that after issue release, the Retraction can be picked up by indexing & abstracting services. Partial Retractions might be published in cases where results are only partially wrong.

#### **Access to Publication Should the Journal Disband**

All issues of JJBE are loaded on EBSCO and the IgnitEd.Global web site. Should JJBE disband, articles will remain available on these two sources. Copyrights are jointly owned by the Journal and the author.