Journal of International Business Ethics (JIBE)

Submission Instructions

I. General Preparation

All submissions should be sent electronically to jibe.cibe@gmail.com in either Word 2004 (or higher) or Rich Text format. If there are points that warrant additional consideration (e.g. statistical points) not suitable for the main body of text, notes should be used beginning on a separate page at the end of the text.

Since manuscripts are sent for blind peer‑review, the author's name and affiliation should only appear on the title page.

II. Copyright and Permissions

On submitting an article authors are required and responsible for obtaining permission to reproduce any material for which they do not own copyright, including any figures, illustrations or lengthy extracts from previously published works.

CIBE hopes to extend the outreach, accessibility and recognition of JIBE through its partnership with Globethics.net, a global network of persons and institutions interested in various fields of applied ethics. CIBE will upload all the articles published in JIBE individually on our own server and provide a deep‑link of this content to Globethics.net. Uploaded articles can be accessible by Globethics.net library users. Globethics.net will clearly indicate the source of this content (author, publisher, name of the journal, issue, year) and will not use any article for commercial gain or modify the content in any way without authorization, and the copyright remains with the holder. By submitting to JIBE, you grant CIBE permission to upload your published article to Globethics.net.

III. Peer‑Review Policies

Submitted articles are forwarded to the editor to determine the general suitability for publication. Subject to approval, the article will be sent to a reviewer for anonymous evaluation. The process normally takes no longer than 8 weeks, following which peer‑reviews will decide either to: accept; accept with revisions necessary; or reject. If papers require revisions, it will be returned promptly to the author who is then expected to complete necessary changes within four weeks. Following final submission, the editor reserves the right to decline articles if the revisions are deemed

insufficient. Articles accepted for publication may be copyedited and proofed at the discretion of the editor and publisher, however authors will have chance to review if substantial changes have been made.

IV. Submission Instructions

A. Authors should email cover page information (See Point VI) for manuscripts in progress. A Submission Instruction sheet will be emailed to you.

B. Finished Manuscripts should be emailed to responsible peer review editor as a Microsoft Word document attachment.

V. General Requirements

Formatting and Length
- Manuscripts must be typed in MS WORD format
- 12 point font size
- 5000-6000 word articles (References NOT included)
- APA style (5th edition)

VI. Cover Page

A. Title, Author, Name of University Author's name**,** Country and City of Residence

The first page should include the title of the article and the author's name after the title of the article. Following the author's name should be the name of the university or other organizations where the author works.

For example:

THE ETHICAL CHALLENGES FOR ENTERPRISE AND RISKS TO CONSUMERS OF LARGE MARKET SHARE THROUGH LOW COST SUPPLIER STRATEGY
Paula Alexander Becker
Stillman School of Business, Seton Hall University
South Orange, New Jersey, USA

B. Biographical Sketch:

The author's biographical sketch of 50 or fewer words should be submitted for each author, such as name, nationality, profession, highest degree earned, current affiliation and title, and current research interests. Author's biographical sketch should be designated by superscript asterisks * as the footnote on the first page.

For example:

Andrea Barber is an associate professor of management and Director of the Management Improvement Center at Famous University, Oxbridge, Ohio. She received her Ph.D. from the University of Wisconsin. Her current research interests include dual-career families and socio-technical systems in organizations.

C. Abstracts
The first page should include a one-paragraph detailed abstract not more than 150 words. The abstract should describe the purpose of the research, theoretical basis of the hypothesis, analyses, and implications of the findings.

D. Keywords
Any article should include Keywords of not more than 5 words.

> For example:
> **Key words:** product safety, product quality, consumer, low cost supplier, strategy

E. Contact Information
First page of the article should include the author's name, position, affiliation and contact information (postal address, telephone numbers and e-mail).

VII. Body of Text
A. Headings
**1. Main *or* first-level headings *s*hould be used to designate the major sections of the article; three or four main headings should be sufficient for most articles. Initial headings, such as Introduction, are unnecessary. Main headings should be centered on the page and typed in all capitals. They should *not* be underlined.

For example:
INTERNAL MODELS OF AUTHORITY

2. Second-level headings *should be* typed flush with the left margin, with major words capitalized. Secondary headings should *not* be underlined.

For example:
Dependent Model of Authority (Second level of heading should be italicized)

3. Third-level of paragraph headings should begin with a standard paragraph indention and be typed in capital and small letters with only the initial word capitalized. Paragraph headings should be followed by a period. Paragraph headings should *not* be underlined.

For example:

   Task performance. How hard organization members work on assigned tasks is traditionally understood...

The text should follow on the same line.

VIII.   References

A. In-text Citation

Citations to references should be designated throughout the text by enclosing the authors' names and the year of the reference in parentheses.

For example:
Several studies (Adams, 1974; Brown & Hales, 1975, 1980; Collins, 1976a,b) support this conclusion.

Note the use of alphabetical order and an ampersand in citations.

Page numbers must be included in a citation to provide the exact source of a direct quotation. They should also be used when specific arguments or findings of authors are paraphrased or summarized. Page numbers follow the date of publications given in parentheses and are separated from it by a colon.

For example:
Adams has said that writing a book is a "long and arduous task" (1974, p. 3).

If a work has two authors, cite both names every time the work is cited in the text. If the work has more than two authors, cite all authors the first time the reference occurs; in subsequent citations of the same work, conclude only the surname of the first author followed by "et al." (not underlined) and the year.

For examples:
Few field studies use random assignment (Franz, Johnson, & Schmidt, 1976.) [first citation]
even when random assignment is not possible" (Franz et al., 1976: 23). [second citation]

However, for works with six or more authors, use only the surname of the first author followed by et al. whenever the work is cited.

B. Reference Page

An alphabetically ordered list of references, **all of which must be cited in the text**, should be included at the end of the article. References should begin on a separate page headed **REFERENCES**.

Entries in the list of references should be alphabetized by the last name of the author (first author if more than one) or editor, or by the corporate author (U.S. Census Bureau) or periodical name (Wall Street Journal) if there is no indication of individual authors or editors. Several references by an identical author (or group of authors) are ordered by year of publication, with the earliest listed first. Multiple references to works by one author or group of authors with the same year of publication should be differentiated with the addition of small letters (a, b, etc.) after the year. Authors' names are repeated for each entry.

1. Book entries in the list of references follow this form: Authors' or Editors' Last Names, Initials. Year. ***Title of book***. City Where Published, State or Country (only if necessary to identify the city; U.S. Postal Service abbreviations should be used for state identification): Name of Publisher.

For examples:
Boulding, K. E. (1956). *The image*. Ann Arbor: University of Michigan Press.

Kahn, R. L., & Boulding, E. (Eds.). (1964). *Power and conflict in organizations*. Glencoe, IL: Free Press.

Katz, D., & Kahn, R. L. (1978). *The social psychology of organizations* (2nd ed.). New York: Wiley.

U.S. Department of Labor Statistics, (1976-1983). *Employment and earnings*. Washington, DC: U.S. Government Printing Office.

2. P**eriodical entries** follow this form: Authors' Last Names, Initials. Year. Title of article or paper. ***Name of Periodical***, volume number (issue number): page numbers.

For example:
Goggin, W. C. (1974). How the multidimensional structure works at Dow Corning. ***Harvard Business Review***, 55 (1), 54-65.

The issue number should only be included if the periodical's pages are not numbered consecutively throughout the volume--that is, if each issue begins with page 1.

If a periodical article has no author, the name of the periodical should be treated like a corporate author, both in the citation and in the references.

For example:
There is fear that Social Security rates may rise (Wall Street Journal, 1984).

Wall Street Journal. 1984. Inflation rate may cause Social Security increase. September 24: 14.

Business Week. 1991. The quality imperative: What it takes to win for global economy. (Special issue.) October 25, 1-216.

3. Chapters in books follow this form: Authors' Last Names, Initials. Year. Title of chapter (in lower-case letters except for the first word and first word after a colon). In Editors' Initials and Last Names (Eds.), *Title of book:* page numbers. City Where Published, State or Country (only if necessary to identify the city): Name of Publisher.

For examples:

Berg, N. A. 1973. Corporate role in diversified companies. In B. Taylor & I. MacMillan (Eds.), *Business policy: Teaching and research:* 398-347. New York: Wiley.

Roberts, F. S. 1976. Strategy for the energy crisis: The case of commuter transportation policy. In R. Axelrod (Ed.), *Structure of decision:* 142-179. Princeton, NJ: Princeton University Press.

Sitkin, S. B. In press. Secrecy norms in organization settings. In L. D. Browning (Ed.), *Conceptual frontiers in organizational communication*. Albany: State University of New York Press.

4. Unpublished papers, dissertations, and presented papers should be listed in the references using the following formats:

Duncan, R. G. 1971. *Multiple decision-making structures in adapting to environmental uncertainty.* Working paper No. 54-71, Northwestern University Graduate School of Management, Evanston, IL.

Smith, M. H. 1980. *A multidimensional approach to individual differences in empathy.* Unpublished doctoral dissertation. University of Texas, Austin.

Wall, J. P. 1983. *Work and nonwork correlates of the career plateau.* Paper presented at the annual meeting of the Academy of Management, Dallas, TX.

Bartlett, C. A. 1986b. *Kentucky Fried Chicken (Japan) Limited.* (Case No. 9-387-043). Boston, MA: Harvard Business School Case Services.

5. Proceedings, published reports and works from a university, special editions, and monographs should be listed in the references in the following formats:

Deutsch, M. 1962. Cooperation and trust: Some theoretical notes. *Nebraska Symposium on Motivation:* 275-320. Lincoln: Nebraska University Press.

Hannan, M. T. 1986. *Competitive and institutional processes in organizational ecology.* Tech. Rep. No. 86-13. Ithaca, NY: Cornell University, Department of Sociology.

Deming, W. E. 1986. *Out of crisis.* Cambridge, MA: Massachusetts Institute of Technology, Center for Advanced Engineering Study.

Lebeck, M., & Voorhees, B. 1984. *Laws of thought.* Monograph No. 84-101. Lexington, MA: Lexington Institute.

6. Online Retrieval of Periodicals

Author/editor surname, author/editor initial(s). (Year, month and date of last update or copyright). *Title of the page/document*. Month, date and year of retrieval (if necessary), and the URL

if an author / editor cannot be identified, use the name of the organization that runs the website - if this is not available either, begin the reference with the title of the document
with the date of last update / copyright, if the month and date are not given the year by itself is fine - use n.d. (no date) if no information is available
*if the publisher identity is not clear from the author name, URL, databases name, or other information, include it as part of the retrieval statement (see Stretton example under **Interview** below)*

For examples:

Author:

Wollman, N. (1999, November 12). *Influencing attitudes and behaviors for social change.*

Retrieved July 6, 2005, from http://www.radpsynet.org/docs/wollman-attitude.html

Association as author:

Australian Psychological Society. (1998, July 7). *Letterhead with contact details: Consent form.* Retrieved January 21, 2002, from http://www.psychsociety.com.au/fr_frame.htm

No author and no date:

Career profiles. Psychology. (n.d.). Retrieved September 18, 2007, from

http://www.graduatecareers.com.au/content/view/full/226

C. Footnotes

Footnotes should be used sparingly. Minimize their use for parenthetical discussion; material that is pertinent often can be integrated into the text. Footnotes should *not* be used for citing references (see References below). The text for all footnotes should appear at the end of each page of the article. It should be designated by superscript small Arabic numerals [1], Footnote numbering should continue through all pages of the same manuscript. Footnotes can be used to acknowledge financial support and/or the assistance of others in preparing the manuscript. In the manuscript the text for this footnote should appear at the bottom of the title page.

D. Tables and Figures

Useful tables and figures to not duplicate the text; they supplement and clarify it.

1. Tables are considerably more expensive to prepare for publication than text, so the degree to which they add to the impact of the manuscript should be considered carefully. Tables should be used when data can be presented more economically in this form than in narrative form. **Columns and rows should be used in tables; any other visual representation should be labeled as a figure.** Tables should be typed, double-spaced, on separate pages (one page for each table) from the text. They should be grouped together following the references. Each table should have the word TABLE and its number centered at the top. The table title should be centered on the page directly under the table number.

For example:

<div align="center">

Table 1

Financial Impact of Profit Sharing

</div>

Tables should be numbered consecutively from the beginning to the end of the article. The position of the table in the manuscript should be indicated in the text as follows:

<div align="center">

Insert Table 1 about here

</div>

Footnotes to tables are of two types: (Footnote shouldn't be the same information as in the Reference Page.)

1) General footnotes that explain the table as a whole, the designations of table columns or rows, or an individual item. All of these should be designated by superscript small letters ([a,b,c]), with the footnotes for each separate table beginning with [a].

2) Footnotes used to indicate level of significance should follow any other footnotes and be designated by one or more asterisks: * for $p < .05$, ** for $p < .01$, and *** for $p < .001$. Use a dagger symbol (†) for $p < .10$.

2. Figures are any illustrations other than tables. Authors should be prepared to supply finished camera-ready artwork for all figures. Unless authors are highly skilled in graphics, they should employ a professional drafting service to prepare figures.

Each figure should be sized to fit either a 3 1/4-inch-wide or a 7 1/2-inch-wide column, and lettering on figures should be in 8-pitch Times Roman font. Each figure should be produced on a separate page, with FIGURE and its number centered above it and a short identifying title (legend) centered underneath the figure number. Example.

Figure 1
Relationship Between Expected Return and Risk Factor

Figures should be numbered consecutively with Arabic numerals and their position in the text indicated as for tables. Example:

Insert Figure 1 about here

E. Appendixes

Rarely is there the need to present lengthy but essential methodological details. If necessary, such explanations can be presented in one or more appendixes at the end of the article. This material should be presented in as condensed a form as possible; full sentences are not necessary. No tables should be included in the appendixes. A single appendix should be titled **APPENDIX**. If more than one appendix is needed, they should be titled **APPENDIX A**, **APPENDIX B**, and so on.

VI. Language Usage
A. Avoidance of Sexist and Other Biased Language
Authors must avoid terms or usages that are or may be interpreted as denigrating to ethnic or other groups. Authors should be particularly careful in dealing with gender, where long-established customs (e.g., "usually if the employee is given an opportunity, *he* will make the right choice") can imply the acceptance of

inequality where non exits. Using plural pronouns (e.g., changing the "client...he" to "clients...they") is preferred by Academy publications. If this is not possible, the phrase "he or she" can and should be used.

B. Active and Passive Voice
Authors should use first person and active voice if they do not dominate the communication. **Authors also should avoid personifying inanimate objects**. For example, *researchers* sample, *studies* do not; *researchers* measure responses; *reports* do not. *Articles* can *illustrate, show or indicate*. Vigorous direct, clear, and concise communication should be the objective of all articles in ***JIBE.***

C. Spelling
Authors should use American English spelling as opposed to British English. (Ex. Color or behavior, not colour or behavior.)

D. Language Usage Editing
Authors' papers must be edited by a native English speaker.

VII. Supplementary APA Resources
The following website of Monash University has an APA tutorial. With the selection of the type of reference, you can see examples for how to cite many different sources.
From http://guides.lib.monash.edu/content.php?pid=346637&sid=2835402

There are a number of different types of sources that you might need to cite in your reference list, including:

journal articles
books
other eg websites, conference papers, theses

Further information:

- American Psychological Association. (2007). *APA style guide to electronic references*. Washington, D.C.: Author.
- American Psychological Association. (2007). *Electronic references*. Available from http://www.apastyle.org/
- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.