

Hampton University – James T. George School of Business

Journal of Business and Finance Research

Editorial Policy and Style Information

Glendon Williams: Senior Editor

The Journal of Business and Finance Research is a relatively new peer-reviewed journal. It is a credible academic journal for publishing articles and research reporting the results of business and/or finance research. The scope of acceptable articles includes any research work in the business and related disciplines without limits on research type and/or methodology. The primary, but not exclusive, audience of this journal would be academicians, graduate students, industry managers, and others who are interested in business research. The main criterion for publication in The Journal of Business and Finance Research is the significance of an article's contribution to the literature, business practices, or discipline-related pedagogy.

1.0 Manuscript Preparation Guidelines

The efficiency and effectiveness of the editorial review process depend upon the actions of the authors submitting papers and the reviewers. Authors accept the responsibility of preparing research at a level suitable for independent review. Reviewers and associate editors will provide constructive and prompt evaluations of submitted research papers based on the significance of their contributions. The submitted research papers must be original work and thoroughly reviewed and revised by authors before submission to this Journal. The Journal's review process is not to be used to obtain feedback at the early stages of developing the research work and manuscript. Authors must certify that the work is not under review in another journal.

2.0 Format and Style

1. To promote anonymous review, authors should not identify themselves directly or indirectly in their papers or experimental test instruments included with the submission.
2. All submitted manuscripts should include a cover page. The cover page should show the title of the paper, the author's name, title and affiliation, email address, and any acknowledgments. All should be centered. The article's title should be in 15-point font, in all capital letters.
3. Manuscripts should be as concise as the subject and research method permit, generally not to exceed 8,000 words.
4. Authors should avoid using a first-person narrative in the manuscript.
5. All manuscripts should be created using Microsoft Word in Arial 12-point font, style Normal using 8 ½ by 11 paper size, and be 1.5 spaced except for indented quotations. Indentation for quotations should be half an inch on each side.
6. The page margins should be one inch on all sides: top, bottom, right, and left.
7. All manuscripts should begin with an abstract. Details are provided below.

8. The body of the manuscript should start with an introduction. Details are provided below.
9. Major sections, including introduction, should be numbered and should be in 12-point font size. The Sub-Section titles should be centered with only the first letter of each word capitalized and number by major section as 2.1, 2.2, ...4.2, etc. All major sections start with a new paragraph.
10. All paragraphs should be left aligned except indented quotations.
11. The bulleted list should be indented half an inch from the left margins. Do not change paragraph spacing in the bullet list. For any numbered list, please use a table.
12. Use a hyphen to join unit modifiers or to clarify usage. For example, a well-presented analysis.
13. All tables, appendices, and references pages should be serially numbered in the bottom left hand.
14. Footnotes or endnotes should be used in commentary only.

2.1 Numbers and Equations

1. Numbers from one to ten should be spelled out in the text. Numerical numbers should be used in tables or statistical/scientific quantities, and all numbers should be above ten.
2. Decimal points. Please don't use more than two or three digits after a decimal point unless it is a technical requirement.
3. Percentage: Use the word percent in the text in non-technical copy.
4. Use symbols from the character list to create equations. Avoid using an equation editor.
5. All equations must be numbered serially. It must be referenced in the text by equation number.
6. Equations number should be flush with the right-hand margin.

2.2 Tables

1. All tables should be numbered (e.g., Table 1., Table 2., Table 3., etc.)
2. Each table should have an individual title with each word capitalized. Do not capitalize and, in, of, etc. The title must be centered.
3. Tables should define each variable. The titles and definitions should be sufficiently detailed to enable the reader to interpret the tables without referencing the text.
4. All tables should be referenced in the text of the paper as Table 1, Table 2, etc.
5. Tables should be inserted in the text after it has been referenced in the text the first time.
6. Place a table centered on the page. Use no text-wrapping. Use borders around the table, row, and column.
7. Use the center-left alignment in the cell.
8. If a table is large or is in portrait format, put the table at the end on a separate page. Insert the following text in the article: (Insert Table 2 about here.)

2.3 Figures and Illustrations

1. All figures should be numbered at the top (e.g., Figure 1., Figure 2., Figure 3., etc.)

2. Each figure should have an individual title with the first letters capitalized. Do not capitalize and, in, of, etc. All titles should be centered.
3. The title and content of figures and tables should be detailed to allow interpretation without referencing the text and figures or tables.
4. All graphics, pie, bar charts, drawings, pictures, etc., must be presented in black and white or grayscale.
5. All figures should be referenced in the text of the paper, such as Figure 1, Figure 2, etc.
6. Figures should be inserted in the text after they have been referenced in the text the first time.
7. Place a figure centered on the page. Use no text-wrapping.
8. If a figure is large or in portrait format, put it on a separate page with the following comment in the manuscript: [Insert Figure 1 about here.]

3.0 Abstract, Keywords, and Introduction

1. An abstract of no more than 250 words in italics should be presented following the cover sheet immediately preceding the text. The Abstract should concisely inform the reader of the manuscript's topic, methods, and findings.
2. A list of keywords should follow the Abstract. Keywords: The abstract will be followed by keywords that will assist in indexing the paper.
3. The text of the paper should start with a section labeled "I. The introduction details the paper's purpose, motivation, methodology, and findings. The Abstract and the Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution. The manuscript's title should appear before the Abstract without the author's name or other identification designations. Abstracts should not be numbered.

4.0 Citations

4.1 Within the Text

1. Text citations are made using an author-year format. Cited works must correspond to the works listed in the "References" section. In the text, works are cited as follows: author's last name and year. For example, one author (Tucker, 2008), two authors (Matthews & Credle, 2008), and three or more authors (Dust et al., 2001).
2. Further examples: Two works by the same author(s) should be cited as "(Nelson, 2005, 2003)" and more than one work should be cited as "(James and Maheshwari, 1998; Dust et al., 1995; Credle, 1984)." Semi-colons separate a list of multiple citations. List multiple works in the order of publication year in descending order.
3. When the author's name is mentioned in the text, it need not be repeated in the citation. For example, "Davis et al. (2005) provide ..."
4. Citations of institutional works should use acronyms or short titles where practicable. For example: (NCERT, The Treadway Commission, 1987)" (American Management Group (AMG), 1991), etc.

5. Internet sources: if the name of the author is known to reference in the text as a regular citation like Credle (2008) or (James and Maheshwari, 1998).
6. Internet sources: if the author's name is unknown, use the first two or three words of the source material's title in quotations as the citation ("Author Not Provided," 2001).
7. Unpublished communication, such as person-to-person communication, letters, and interviews, cite the name of the person, type of communication, and year (Jackson, email communication, 2001).

4.2 Reference List

1. Every manuscript must include a "References" section that contains only those works cited within the text. Each entry should contain all the necessary information to identify the published work unambiguously.
2. Arrange citations in alphabetical order according to the surname of the first author or the name of the institution or body responsible for the published work.
3. The list of references should be flushed to the left margin.
4. Each reference should be single-spaced with double spacing between references.
5. Citation of a journal article. For example: Credle, S. H. (1994). Some work on the accounting of schools. *Academy of School Accounting*, 1(2), 11-15. Credle, S. H., Beale, R. A. & Tyson, M. P. (1994). Some work on the accounting of schools. *Academy of School Accounting*, 1(2), 11-15.
6. Citation of online journals or other articles with a known author. For example: Credle, S. H. (1994). Some work on the accounting of schools. *Academy of School Accounting*, 1. Retrieved May 3, 2007, from <http://www.asa.org/journal/v1/a11.html>. Or James, A. R. (2007). Title of article. Retrieved on May 20, 2007, from <http://www.url.infull>
7. Citation of a website with no specific author. For example, India (2005). Retrieved May 1, 2006, from <http://www.indiacenter.info.in>. If there is no publication date, use the abbreviation n. d. (no date).
8. Citation of computer software. For example. SPSS (2002). SPSS Version 28.0, SPSS Inc., Chicago, IL 60606 6412.
9. Citation of a book. For example. Hank, P. A. (2006). *Generation Gap: Generation X (Third Edition)*. Hampton, VA: University Press.
10. Citation of an edited book or article in the edited book. For example, Maheshwari, S. K. (2000). *New Work Environment* (S. H. Credle, Ed.). Hampton, VA: University Press. Or article in the edited book: Maheshwari, S. K. (2000). Impact of computers on human health. In S. H. Credle, (Ed.), *New Work Environment*. Hampton, VA: University Press.
11. Citation of a proceeding article. For example, Jose, H. A. (2000). Wildlife in Costa Rica. *Proceedings of the Association of Latin America Studies*, 168-180.
12. Citation of a magazine article. For example: Hind, R. T. (1999, August 12). Impending recession. *New Economist*, 14-18.
13. Citation of a presentation. For example: Credle, S. H. (1999, May 23). New directions to the school. Presented to School of Business faculty, Hampton University.
14. Citation of other communication. For example: Harvey, W. H. (2001). Personal interview, March 18, 2001.
15. Citation of dissertation. For example: Hayes, Z. A. (2008). *Women in the accounting profession*. Unpublished doctoral dissertation, University of Phoenix, Phoenix, AZ.

16. Citation of other media. For example: Stone, W. A. (Producer), & Stone, W. A. (Director). (1999). Tiger and Elephant: China and India. USA: Hampton Studio. Or TV: Stone, W. A. (Producer), & Stone, W. A. (Director). (1999, January 23). Tiger and Elephant: China and India (Hampton, WHU). USA: Hampton TV Broadcasting.

5.0 Submission of Manuscripts

1. Manuscripts currently under review with another journal should not be submitted. Abstracts of submitted articles may be chosen for publication as an indication of the significance of the future work or the relevance of the content.
2. For manuscripts reporting on field surveys or experiments: If the additional documentation (e.g., questionnaire, case, interview schedule) is sent as a separate file, all information that might identify the author(s) must be deleted from the instrument.
3. Manuscripts should be submitted via online portal during the submission period. The file attachments must include a submission letter, a separate cover page, the manuscript containing no author identification, and, if applicable, a research instrument file.
4. The author should retain a copy of the paper.
5. Revisions must be submitted within eight weeks from request. Otherwise, a new submission will be considered.
6. Authors of all the accepted articles will receive a printed copy of the journal.
7. The journal can be subscribed to for \$50 per year (two issues per year), Or individual copies can be obtained for \$50 from the publisher.

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