

Manuscript Guidelines

TOPICS

Accounting; Advertising & Promotion Management; Business Education; Business Information Systems (MIS); Business Law, Social Responsibility & Ethics; Communication; E-Commerce; E-Government; Economics; Finance & Investments; Global Business; Managing Information for Innovation, Health Care Administration; Insurance; Labor Relations & Human Resource Mgt.; Information Technology; Marketing Research; Marketing Theory & Applications; Non-Profit Organizations; Office Administration/Management; Operations Research/Statistics; Organizational Behavior & Theory; Organizational Development; Production/Operations; Public Administration; Purchasing/Materials Management; Risk; Sales/Selling; Services; Small Business Entrepreneurship; Strategic Management Policy; Taxation; Technology & Innovation Management; Total Quality Management; Tourism, Hospitality and Leisure; Transportation/Physical Distribution.

PURPOSE OF THE JOURNAL

As an interdisciplinary refereed journal, the purpose of the *Journal of Global Business and Technology (JGBAT)* is to contribute to the advancement of knowledge related to the theory and practice of international business and technology management. Its primary goal is to present scholarly and managerially relevant articles on a wide variety of topics in international business and technology management to a broad audience in academia (educators, administrators, students), industry (business executives, consultants), as well as those involved in formulating and implementing public policy. Articles should be timely, providing guidelines, techniques, and suggestions for problem solving in international business and technology management. Case studies relating to specific organizations, products/services, and industries are also welcome. It is a prime objective of JGBAT to bridge the gap between theory and practice. To this end, articles should offer strong managerial insights to help in the development of action-oriented business programs and strategies.

STYLE GUIDELINES

1. Manuscripts must be double-spaced with normal margins (Top: 1 inch, Bottom 1 inch, Left: 1 inch, Right: 1 inch) and Letter size (8.5 inches x 11 inches). All pages should be numbered sequentially.
2. Manuscripts should have a cover page with the following information of each author: name, affiliation, and area of concentration (e.g., accounting, marketing, etc.). No other pages should contain information about the authors.
3. An abstract of at least 200 words, including 5 key words, must appear on the 2nd page of the manuscript. The abstract must state an adequate summary of article`s content (i.e., objective(s), rationale, methodological rigor, and major contributions & implications).
4. The paper itself should begin on the 3rd page. Manuscripts should not exceed 25 double-spaced pages including tables, figures, and references. Manuscripts that exceed these limits are routinely returned to the authors for shortening before consideration.
5. Tabular material and figure legends should be in box form and incorporated in the proper part of the text. They should also be contained in the Microsoft Word and cannot be hand drawn. Tables should be numbered in Arabic numbers (i.e., Table 1). Columns should be set using tab stops, not spaces, so they align. Figures are numbered similarly to tables (i.e., Figure 1).
6. References should be made by the in-text form of citation. The Reference List should include information for all sources cited in the manuscript. The author should make sure that there is a strict one-to-one correspondence between the references in the text and those on the list. It should be double spaced and listed in alphabetical order according to APA style by author`s last name, but including first name initial, on a separate sheet at the end of the manuscript.

The following are examples of proper form:

Journal Article

Hurmelinna-Laukkanen, P., Ritala, P., & Sainio, L. (2013). Protection of Radical Innovations-Differences in Domestic and International Markets. *Journal of Global Business and Technology*, 9 (1): 1-16.

Authored Book

Delener, N. (1999). *Strategic Planning and Multinational Trading Blocs*. Connecticut, USA: Quorum Books.

Edited Book

Delener, N. (Ed.) (2012). *Service Science Research, Strategy, and Innovation: Dynamic Knowledge Management Methods*, U.S.A. IGI Global.

Chapters in Edited Book

Delener, N. & Lees, F. (2001). Global Planning of Business Activity. In Milner, M. & Lees, F. (Eds.), *Management of the Modern Company*, Moscow, Russia: 366 – 378.

Paper Presented at ...

Sturma, P. (2009). Global Challenges and International Law. Paper presented at Global Business and Technology Association's Eleventh Annual Conference, Prague, Czech Republic, July.

Published Proceedings

Florinda, M., Rodrigues, S., Lopes, A., & Matos, N. (2011). Intellectual Capital Tool. In Delener, N., Fuxman, L., Lu, V. & Rivera-Solis, L.E. (Eds). *Fulfilling the Worldwide Sustainability Challenge: Strategies, Innovations, and Perspectives for Forward Momentum in Turbulent Times* (pp. 615-621). USA: GBATA Press.

Instance of Publication in press

Afriyie, K., Torres-Baumgarten, G. & Yucetepe, V. (in press). Internationalization and Value-Creation Performance of Latin American Multinationals: The Case of Outbound Foreign Direct Investment. *Journal of Global Business and Technology*.

Article in an Internet-Only Journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

7. Include and cite references from the previously published JGBAT issues if relevant.
8. Strongly observe the language, grammar, and punctuation. All spelling, grammar, and punctuation are the responsibility of the author(s). No corrections will be made by the JGBAT Editors. Therefore, all articles must be edited professionally prior to submission.
9. Acknowledge the anonymous reviewers. Acknowledgements and information on grants received must be stated before the References.
10. Sections of the paper such as the INTRODUCTION should be flush in all capital letters with one extra line space between section head and text. Subheadings should be in upper and lower-case letters, flush with one extra line spacing above and no extra line spacing below subhead. For subheadings below the first level subhead, indent one tab for second subhead.
11. The text should appeal to a wide audience by avoiding the use of methodological/technical jargon wherever possible. It may be more appropriate to include technical details in an appendix rather than in the body of the article.

12. Every effort should be made to avoid the use of specific national names of organizations and/or individuals which might be unfamiliar to the international audience of JGBAT. Authors may need to provide brief explanations in a footnote or an appendix.
13. Explanatory footnotes should be kept to a minimum and be numbered sequentially throughout the text with superscript Arabic numerals. They should be double-spaced and not include displayed formulas or tables.

REFEERING PROCEDURE

Each manuscript is reviewed by at least 2 referees as well as the Editor-in-Chief.

The Editor-in-Chief reserves the right to refuse any manuscripts, whether an invitation or otherwise, and to make suggestions and/or modifications before publication. The refereeing process takes up to 3 months from date of receipt of the article to communication to the author. The revised manuscript will be reviewed by at least 1 of the original referees.

The Editor-in-Chief is always happy to discuss contributions before submission.