

e-JBEST Notes for Authors

Text Formatting:

Manuscripts should be submitted as a single-spaced MS Word document.

- The text of a research paper should be divided into Introduction, Literature Review, Method, Results, Discussion, Conclusion, Acknowledgements, and References.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Style:

- For quotations within the text use only single quotation marks, and double marks for quotes within quotes. Where quotations exceed four lines inset quoted material indented, but do not use quotation marks.
- Use 'z' rather than 's' spellings (follow Oxford English Dictionary).
- Use the simplest possible form for mathematical symbols.
- Keep tables to a minimum, but do not try to convey too much information, at the cost of simplicity, in any one table.
- Do not number headings or subheadings or use a 'roadmap' paragraph.
- Spell out numbers up to and including nine, use numerals thereafter.
- Please check equations carefully for accuracy and use of italics, etc.

NOTE: Ensure your paper is clearly written in standard, scientific English language appropriate to your discipline. Please note that this journal does not provide an English Language editing service.

Font: The font used for this journal is "Verdana"!

Title of the Paper [Verdana 14 font Bold]

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in bold italics. As indicated below!

Heading level 1 - Introduction [Verdana 12 font Bold]

Subheading level 2 – Further Literature [Verdana 11 font Bold & Italicised]

Body of the text – {Verdana 10 font single spaced}

Tables should be typed and included in the main body of the article. Each table should be numbered consecutively with arabic numerals.

Table 1: {Verdana 11 font bold}

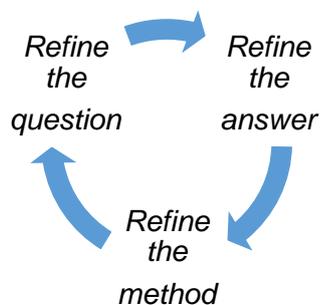
Changes to Criteria in 2000{Verdana 11 font Italicised}

Criteria Number	Old Criteria	Revised Criteria
6/13	Suggested ideas without arguing	Suggested ideas without negative argument
9/13	Was always enthusiastic and eager to participate	Always turned up on time
10/13	Was honest and dependable	Was honest, reliable and dependable
12/13	Was punctual to all group meetings and shoots	Was punctual to group meetings and shoots, and always responded to phone messages

All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.

Figure 1: {Verdana 11 font bold}

Convergent Interviewing Cycle, Applied to Focus Groups {Verdana 11 font Italicised}



(Source: developed from Dick 1990a, p. 2)

Title Page:

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an abstract of no more than 250 words addressing the following subheadings:

- Purpose (mandatory)
- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical/ social implications (if applicable)
- Originality/value (if applicable)

The abstract should not contain any undefined abbreviations or unspecified references.

Keywords: *Prospect theory; trident knowledge; inverse ratios; attitudes.*

Please provide 4 to 6 keywords which can be used for indexing purposes.

Citation

The Referencing Method used is a variation of American Psychological Association (APA) 6th edition. Do not use the abbreviations "p."; "pp."; "vol"; or "iss" or "no"!

Cite references in the text by name and year in parentheses. When citations are grouped within a set of parentheses, give them in chronological rather than alphabetical order. Co-authored publications with three or more authors should be cited by first author and 'et al.'

Some examples:

- A relatively high level of corporate social reporting occurs in the public sector supply chain segment (Clements & Bowrey, 2010).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott, 1991; Barakat et al., 1995; Kelso & Smith, 1998; Medvec et al., 2010).

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

NOTE: Journal names and book titles should be italicized.

For authors using MSWord Citation, please ensure that the appropriate version of the referencing style has been used and that the reference list complies with the above.

Reference list entries should be alphabetized by the last names of the first author of each work.

- **Journal article**
Baard, V. & Watts, T. (2008). The Value of Prerequisites: A Link between Understanding and Progression, *e-Journal of Business Education & Scholarship of Teaching*, 2(1), 1–10.
- **Article by DOI**
Slifka, M. K., & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi: 10.1007/s001090000086
- **Book**
Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- **Book chapter**
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
- **Online document**
Abou-Allaban, Y., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.
http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

- **Working papers**

Ball, R., S. P. Kothari and V. Nilovaev (2009), *Econometrics of the Basu Asymmetric Timeliness Coefficient and the Accounting Conservatism*, Working Paper, University of Chicago.

- **Conference proceedings**

Koh, P. T. N. (2002), *Corporate Governance in Malaysia: Agendas & Achievements. Reforms in Light of Post 1998 Crisis*, Conference presentation at the 2nd Asian Corporate Governance in Seoul, South Korea, Asian Institute of Corporate Governance, 16–17 May.

- **For encyclopedia entries (with no author or editor)**

Encyclopaedia Britannica (1926). Psychology of culture contact, 13th ed., Encyclopaedia Britannica, London and New York, NY, 765-771.

- **For newspaper articles (authored)**

Smith, A. (2008), Money for old rope, *Daily News*, 21 January, 1-2, 4.