

**JOURNAL OF BUSINESS MANAGEMENT**  
**ISSN 1691-5348**

**Author Guidelines**

<b>Editorial objectives</b>	<p>The <i>Journal of Business Management</i> publishes papers which contribute solutions of important problems of business management and provides readers with a fresh look at emerging business management research and practices. Papers devoted to theoretical research of business environment using system approach as well as interdisciplinary research for instance in economics and business welcomed especially.</p> <p>The <i>Journal of Business Management</i> particularly encourages academics, researchers and doctoral students to share their research results with an international audience.</p>
<b>The reviewing process</b>	<p>Each paper is reviewed by the editor and, if it fits to JBM requirements (Authors Guidelines), it is then sent to two referees for double blind peer review. Based on their recommendations, the editor then decides whether the paper should be accepted as is, revised or rejected.</p>
<b>Quality Criteria<sup>1</sup></b>	<p>Before submitting the papers please check if it is in line with quality criteria.</p> <ol style="list-style-type: none"><li><b>1. Relevance of Themes</b> Is the content of the article within the Editorial aims and scope?</li><li><b>2. Originality</b> Does the article demonstrate originality of theory, methodology, practice or is it an original case study?</li><li><b>3. Clarity of Thematic Focus</b> Are the author's themes clearly stated? Does the paper follow through by addressing these themes, consistently and cogently?</li><li><b>4. Relationship to Literature</b> Does the paper demonstrate an adequate understanding of the current literature in the field? Does it connect with the literature in a way, which might be useful to the development of our understanding in the area it addresses? In describing results of literature studies analytical critical approach must be used. Scientific discussion elements compulsory. Advisable to use limited self-citations (1-2).</li><li><b>5. Research Design and Data</b> Has the intellectual work that is the basis for this paper been built on adequate evidence, informational input, or other intellectual raw materials? Has the research or equivalent intellectual work on which the paper is based been well designed? Figure of research model is welcomed.</li></ol>

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<sup>1</sup> Journal of Business Management quality criteria elaborated based on source [http://emeraldgroupublishing.com/products/journals/news\\_story.htm?id=3815](http://emeraldgroupublishing.com/products/journals/news_story.htm?id=3815)

	<p><b>6. Critical Qualities</b> Does the paper demonstrate a critical self-awareness of the author's own perspectives and interests? Does it show awareness of the possibility of alternative or competing perspectives: such as other cultural, social, political, theoretical or intellectual perspectives? Does it show an awareness of the practical implications of the ideas it is advancing?</p> <p><b>7. Clarity of Conclusions</b> Are the conclusions of the paper clearly stated? Cohesiveness of paper: do the conclusions adequately tie together the other elements of the paper (such as theory, data and critical perspectives)? All conclusions must be result of research described in paper. <b>Numerate the conclusions.</b></p> <p><b>8. Quality of Communication</b> Does the paper clearly express its case, measured against the technical language of the field and the reading capacities of an academic, tertiary student and professional readership? What is the standard of the writing, including spelling and grammar?</p>
<b>Copyright</b>	<p>Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal. The editor may make use of software for checking the originality of submissions received.</p>

### Manuscript requirements<sup>2</sup>

1. As a guide, articles should be between 4000 and 6000 words in length.
2. A title of not more than eight words should be provided.
3. A brief **autobiographical note** should be supplied including:
  - Full name
  - Affiliation
  - E-mail address
  - Full international contact details
  - Brief professional biography.

**NB!** This information should be provided on a separate sheet and authors should not be identified anywhere else in the article.

4. **Authors must supply a** structured abstract set out under 4-7 sub-headings (*in max 250 words*):
  - **Purpose** (compulsory) (What are the reason(s) for writing the paper or the aims of the research)
  - **Design/ methodology/ approach** (mandatory) (How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?)
  - **Findings** (compulsory) (What was found in the course of the work? This will refer to analysis, discussion, or results).
  - **Research limitations/implications** (if applicable) (If research is reported on in the paper this section must be completed and should include suggestions for future research and any identified limitations in the research process).

<sup>2</sup> Journal of Business Management Manuscript Requirements elaborated based on source [http://www.emeraldgrouppublishing.com/products/journals/author\\_guidelines.htm?id=OIR](http://www.emeraldgrouppublishing.com/products/journals/author_guidelines.htm?id=OIR)

- **Practical implications** (if applicable) (What outcomes and implications for practice, applications and consequences are identified? How will the research impact upon the business or enterprise? What changes to practice should be made as a result of this research? What is the commercial or economic impact? Not all papers will have practical implications.)
  - **Originality/value** (compulsory) (What is new in the paper? State the value of the paper and to whom)
  - **Keywords**
5. **Please provide up to six keywords** which encapsulate the principal topics of the paper (Using keywords is a vital part of abstract writing, because of the practice of retrieving information electronically: keywords act as the search term).
  6. Recommended structure of paper: abstract, introduction, research design and methodology, results and discussion, conclusions and recommendations, references.
  7. **Categorize your paper under one of these classifications<sup>3</sup>:**
    - **Research paper** (This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research)
    - **Viewpoint** (Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces)
    - **Technical paper** (Describes and evaluates technical products, processes or services)
    - **Conceptual paper** (These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking)
    - **Case study** (Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category)
    - **Literature review** (It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views)
    - **General review** (This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive).
  8. **Headings** must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.
  9. **Notes or Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.
  10. **Tables** should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.
  11. **References** to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing either names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

<sup>3</sup> Classification of papers, source:

[http://www.wafad.org/wp-content/themes/worldassociation/pdf/WAAD\\_Authors\\_Guide.pdf](http://www.wafad.org/wp-content/themes/worldassociation/pdf/WAAD_Authors_Guide.pdf)

- **For books:** Surname, Initials (year), *Title of Book*, Publisher, Place of publication. e.g. Salkind, N. (2011) *Exploring Research*. Pearson Education, United Kingdom.
- **For book chapters:** Surname, Initials (year), "Chapter title", Editor's Surname, Initials (Ed.), *Title of Book*, Publisher, Place of publication, pages. e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.
- **For journals:** Kozlinskis, V., (2016). "Growing instability of the socio-economic system" *Journal of Business Management*, Vol. 11, pp. 4-13
- **For published conference proceedings:** Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.eg Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
- **For unpublished conference proceedings:** Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).eg Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).
- **For working papers:** Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
- **For encyclopedia entries (with no author or editor):** *Title of Encyclopedia* (year) "Title of entry", volume, edition, *Title of Encyclopedia*, Publisher, Place of publication, pages.e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71 (For authored entries please refer to book chapter guidelines above.)
- **For newspaper articles (authored):** Surname, Initials (year), "Article title", *Newspaper*, date, pages. e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.
- **For newspaper articles (non-authored):** *Newspaper* (year), "Article title", date, pages. e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- **For electronic sources:** if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. e.g. Fiordelisi, F., Ricci, O. (2009). "Bancassurance efficiency gains in the insurance industry: the Italian case", accessible: [https://www.researchgate.net/publication/238704598 Bancassurance efficiency gains in the insurance industry the Italian case](https://www.researchgate.net/publication/238704598_Bancassurance_efficiency_gains_in_the_insurance_industry_the_Italian_case) (accessed June 3, 2016). Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

For more information please use the recommended guide for Harvard style referencing:

<https://www.mendeley.com/guides/harvard-citation-guide>

#### Communication with Authors

1. The authors provide the manuscript of the article, bibliographical note and cover letter to the editors.
2. When all documents are submitted, the editors evaluate the topic and abstract of the paper and provides for the authors the notification about paper acceptance/ rejection for reviewing.
3. The authors receive two anonymous independent reviews or one combined anonymous review with conclusion (to publish/ to publish after corrections/ not to publish).
4. The authors provide the corrected version of the article;
5. The authors receive the notification about the published journal (on-line and printed).

## Example of Cover letter

### Cover letter

[Your Name]  
[Your Affiliation]  
[Your Address]

[Date]

Dear Prof Tatjana Vasiljeva,

I/ We wish to submit an original research article entitled “[title of article]” for consideration by Journal of Business Management.

I/ We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I/ we report on / show that \_\_\_\_\_. This is significant because \_\_\_\_\_.

We believe that this manuscript is appropriate for publication by Journal of Business Management because it... [specific reference to the journal’s Aims & Scope]. \_\_\_\_\_.

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

We have no conflicts of interest to disclose.

Please address all correspondence concerning this manuscript to me at [email address].

Thank you for your consideration of this manuscript.

Sincerely,  
[Your name]

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**ISSN 1691 – 5348**

**PUBLICATION REVIEW**

<b>1. Name of publication:</b>
<b>2. Topicality of the theme and contribution of the paper in research of the problem:</b>
<b>3. Evaluation of the statistical information used:</b>
<b>4. Evaluation of the research methods used (Do the research methods used ensure the achievement aims the research?):</b>
<b>5. Figures and tables used (Are they necessary? Do they help reveal the essence of the research?):</b>
<b>6. Evaluation of literature used (Do they correspond to the research theme and content? Were the latest sources of literature used?):</b>
<b>7. Are there sufficient scientific discussion elements in the publication?</b>
<b>8. Evaluation of conclusions and recommendations (Are the conclusions evident from research? Are the conclusions formulated in scientific language?):</b>
<b>9. Additional comments:</b>
<b>10. Conclusion of reviewer:</b>

- TO PUBLISH**
- TO PUBLISH AFTER CORRECTING MISTAKES**
- NOT TO PUBLISH**

Reviewer:

Degree:

Organization:

Position:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Author' comments about remarks in Publication REVIEW**

Please specify what remarks and/or comments and/or recommendations made by the Reviewer are not accepted by the Author

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