

JOURNAL OF GLOBAL BUSINESS AND TECHNOLOGY

MANUSCRIPT TOPICS:

Accounting; Advertising & Promotion Management; Business Education; Business Information Systems (MIS); Business Law, Public Responsibility & Ethics; Communication; E-Commerce; Economics; Finance & Investments; Global Business; Health Care Administration; Insurance; Labor Relations & Human Resource Mgt.; 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; Technology/Innovation; Total Quality Management; Tourism, Hospitality and Leisure; Transportation/Physical Distribution

MANUSCRIPT GUIDELINES/COMMENTS:

Purpose of the Journal

As an interdisciplinary journal, the purpose of the *Journal of Global Business and Technology* is to contribute to the advancement of knowledge related to the theory and practice of international business and technology. Its primary goal is to present scholarly and managerially relevant articles on a wide variety of topics in international business and technology 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. 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 and Submission Guidelines to Authors

1. Submissions must be made electronically with a cover letter indicating that the manuscript is not currently being considered at another publication in addition to one-page managerially oriented executive summary. Please e-mail the submissions to:

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Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere. The Editor does not accept responsibility for damage or loss of papers submitted. Upon acceptance of an article author(s) will be asked to transfer copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

2. A cover letter must accompany each submission indicating the name, address, telephone number, fax number and e-mail of the corresponding author.

3. Manuscripts should be double-spaced with wide margins and printed on one side of the paper only. All pages should be numbered sequentially.

4. Manuscripts should have a cover page with the author's name(s), contain affiliation, and the area of concentration (i.e., accounting, marketing, etc.). No other pages should contain information about the author(s). An abstract of 150 words or less, including five key words, should appear on the second page. The paper itself should begin on the third page. Manuscripts should not exceed 25 double-spaced, typewritten pages, including tables, figures, and references. Manuscripts that exceed these limits are routinely returned to the author(s) for shortening before consideration.

5. Tabular material and figure legend should be in box-form and incorporated in the proper part of the text. They should also be contained in the word processor file in MS 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 by author's last name, but including first names, on a separate sheet at the end of the manuscript.

The following are examples of proper form:

Journal Articles

Wilhelm, Phillip A. 2004. A Power Perspective on Fraud Prevention: Using International Auditing as a Key to Contingent Corporate Governance. *Journal of Global Business and Technology*, 1 (1): 1-9.

Books

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

Johnson, James A., Kennedy, Michael H. and Delener, Nejdret (Eds.). 2005. *Community Preparedness and Response to Terrorism*. New York, USA: Praeger/Greenwood Publishing Group, Inc.

Chapters in Edited Books

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

Papers

Munoz, J.Mark, Katsioloudes, Marios I. and Khalo, Tito. 2004. Executive Viewpoints on Globalization: Implications to Knowledge Transfer in South Africa. Paper presented at Global Business and Technology Association Sixth Annual Conference, Cape Town, South Africa, June.

Article in an Internet-Only Journal

Fredrickson, Barbara 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. Sections of the paper such as INTRODUCTION should be flush in all capital letters with one extra line space between section head and text. Subheads should be in upper and lower case letters, flush with one extra

line spacing above and no extra line spacing below subhead. For subheads below the first level subhead, indent one tab for second subhead.

8. 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.

9. 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.

10. Acknowledgements and information on grants received can be given before the References.

11. 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 formulae or tables.

12. All spelling, grammar, and punctuation are the responsibility of the author(s). No corrections will be made by the Journal Editors. Therefore, all articles must be edited prior to submission.

Refereeing Procedure

Each manuscript is reviewed by at least three referees, as well as an 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 three months from date of receipt of the article to communication to the author. The revised manuscript will be reviewed by one of the original referees.

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