

JOURNAL OF BUSINESS RESEARCH
Paper Submission Requirements

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Authors: please read and revise your paper to achieve the following requirements before submitting the paper to me. Thank you.

1. Do tell in your letter (i.e., email note) what is unique and valuable about the paper when you submit the paper.
2. Use “i.e.,” only inside parentheses; use “that is” in text outside of parentheses.
3. Use “e.g.,” only inside parentheses; use “for example” in text outside parentheses.
4. Do **not** use “Exhibit.”
5. Round correlations to two decimal places in text and tables.
6. Do **not** use shading in tables and figures. Do not use coloring in tables and figures or in text pages.
7. Usually round means to whole numbers or to one decimal place.
8. Round standard deviations to one or two decimal places.
9. All figures and tables go at the end of the manuscript; call for placement in text using,

Table 1 here.

- 10. Make sure that you double space everything on the cover, abstract, text, and reference pages using 12-point Times New Roman type. Do not single space anything on the cover page, abstract, text, and reference pages.**
11. Indent ALL paragraph starts 5 spaces. Do indent the first paragraph or the first paragraph below subheadings. Do indent the start of the abstract 5 spaces.
12. Use American English.
- 13. Consider asking someone to read the paper before submission and give comments to you. Thank the person in the cover letter in the start of the footnote paragraph that includes the complete addresses of all authors. Place this footnote paragraph at the bottom of the cover page.**
14. Keep your title to 10 words or less.

15. Do not block margins in the text; use left justification.
16. Limit your text pages to twenty pages if possible.
17. Use **no footnotes** at bottom of pages and **not endnotes** at the end of the paper.
18. Include all authors' names if the first call to a reference in the text (up to 12 authors); use "et al." subsequently.
19. Do not use air quotes such as, When going fishing, I "really believe" that I will catch fish.
20. Do not use single quote marks such as, When going fishing, 'I really believe' that I will catch fish.
21. Do not use mental markers such as, "In writing this report, the authors believe that" "The authors believe is a psychological marker.
22. Do not use the following words in sentences except when quoting some one else: it there we our.

23. Use present tense as much as possible. Avoid passive tense.

Do **not** write, Jones (2001) reported that

Do write, Jones (2001) reports that

24. Please go through your entire manuscript carefully to revise as much as possible to **get rid of passive tense**. Such a critical requirement, this requirement appears twice. Note that the last sentence avoids the following construction, "... this requirement is repeated."
25. Avoid writing, "This results in three conclusions." Add a noun after writing, "This." For example, "This finding results in three conclusions."
26. Send only the paper via a WORD file attachment. **Do not send paper copies.**
27. Place page numbers in the **upper right side of each page**; do **not** place a page number on the cover page.
28. Include the month and year in the center of the cover page.
29. Do **not** center the footnote on the cover page. The footnote on the cover page should include an acknowledgement and all authors' complete addresses including email addresses.