

Federation of Business Disciplines Journal (FBDJ)

Contributor Information

Submission Criteria:

- a. Manuscripts currently under consideration by another journal or other publisher should not be submitted. The Primary Contact must state that the work is not submitted or published elsewhere. To be considered for review for publication consideration, at least one of the authors at the date of the submission must have registered and attended the FBD Annual Conference in one of the two most recent conference meetings. The attending author and the conference year attended must be included in the submission cover letter.
- b. Manuscripts should be submitted following the American Psychological Association (APA) format. Manuscripts should not be more than 50 double-spaced, typed pages including all figures, graphs, references and appendices. Submit, via email, an electronic attachment copy of your manuscript without any author identification to the journal email address: FBDJournal@gmail.com

Attach to the email a second file that is the manuscript's title page which includes the manuscript name in addition to the authors full names, affiliation, address, phone, fax and email address of all authors and identifies one person as the Primary Contact. The submission date should be inserted at the bottom of the title page.

A third attachment to the email should include the manuscript title together with an abstract of 150 words or less. Do not include author's names on the abstract page. The abstract must be followed by at least three keywords for indexing.

A final attachment, "About the authors," should include a brief biographical sketch of 100 words or less on each author. The sketch should include the current place of employment, degrees held, and research interest.

- c. The submission fee of \$40 should be forwarded via check or money order payable to FBD Journal and mailed to: Dr. Mary Fischer, Editor, *FBD Journal*, College of Business & Technology, The University of Texas at Tyler, Tyler, TX 75799. The submission fee is nonrefundable. Manuscript submission will not be reviewed for publication consideration until the submission fee is received.
- d. The author should retain a copy of the paper for reference.

The Review Process:

- a. Each manuscript submitted will be reviewed by the editor for general suitability and compliance with the submission criteria. Primary Contacts whose manuscripts that satisfy the submission criteria will receive an acknowledgement by email including a reference number.
- b. For those submissions that meet the criteria, the manuscript will be assigned to an associate editor and at least two reviewers selected for the double-blind review process.
- c. Based on the recommendations of the associate editor and reviewers, the editor will decide whether the manuscript should be accepted as is, revised, or rejected for publication.
- d. In a majority of cases, the Primary Contact will be notified within 60 days of the result of the review. If the associate editor and reviewers recommend changes, authors will receive a copy of the reviews and a timetable for submitting revisions.
- e. Revisions must be submitted within 12 months from the decision letter inviting a revision. Any revision received after 12 months will be considered a new submission.

Manuscript Style:

- a. All manuscripts should be formatted for an 8 ½” x 11” page with 1” margins on all sides and double spaced except for indented quotes.
- b. Authors should not identify themselves directly or indirectly. Single authors should not use the editorial ‘we.’
- c. All pages should be serially numbered including tables, appendices and references.
- d. Experimental studies using human subjects should contain a footnote or endnote affirming that approval has been granted by the institution where the experiments took place.
- e. Footnotes are not used for documentation. Textual footnotes should be used only for extension and useful information that if included in the body of the text might disrupt the continuity.
- f. Headings should be arranged so that major headings are centered, bold and capitalized. Second-level heading should be flush left, bold and both uppercase and lowercase. Third-level heading should be flush left, bold, italic and both uppercase and lowercase. Fourth-level headings should be paragraph indent, bold, and lowercase. Headings and subheadings should not be numbered. For example:

FIRST LEVEL HEADING

Second-level heading

Third-level Heading

Fourth-level heading

- g. Spell out numbers from one to ten except when used in tables and lists or when used as distance, weights and measures.
- h. In nontechnical manuscripts use the word percent in the text; in tables and figures, the symbol % should be used.
- i. Every manuscript must include a **REFERENCE** section that contains only those works cited within the manuscript. For example:

1. Citations should be arranged in alphabetical order by surname of the first author or the name of the institution or organization responsible for the published work.
2. Author's initials should be used rather than proper names.
3. For two or more authors, separate authors with a comma, including a comma before "&" (Smith, A. B., White, R. J., & Brown, E. F.).
4. The date of publication follows the author's (authors') name(s). For example:
(Jones 2011) (Jones 2012, January 10)
5. Articles in a journal with volume numbers should be displayed with the number together with the page numbers. For example;
Brown, G. (2011). Validating research instruments. *Management Science*. 35(1), 101-126.
6. Journal or newspaper names should not be abbreviated.
7. Document reference from a Web site should include as many of the following elements as are available: author's name, publication date (or "n.d." for "no date"), title and URL. Provide a retrieval date only if the content of the source is likely to change.