# Title of the Manuscript

First Author

Department/School Name

University/College Name

Second Author, if needed

Department/School Name

University/College Name

Third Author, if needed

Department/School Name

University/College Name

Corresponding Author: Name of the author, email address of author

**ABSTRACT**

*The abstract should be approximately 150 – 250 words.*

**Keywords:** Include 5 – 10 keywords that describe your paper.

**Formatting Guidelines**

Follow APA 6.0 formatting for all internal citations and direct quotes. For example: According to Davis and Stock (2018), the formatting for all manuscripts is an important part of preparing a manuscript for consideration in the *International Journal for Business Education*. If you use a direct quote, you will format it in the following way. When preparing a manuscript for consideration, “All authors must follow this template. Submissions that do not follow the template will be returned to authors without review” (Davis & Stock, 2018, p. 1).

Double-space between each new paragraph. Each new section of the paper should have a Section Heading.

**How to Format a Table**

All tables should be briefly summarized within the text. Table formatting follows the APA 6.0 guidelines. The number of columns and rows are determined by the data being presented. A sample is shown below in Table 1.

Table 1

*Sample Table Format for IJBE*

|  |  |  |  |
| --- | --- | --- | --- |
| Column Heading | Column Heading | Column Heading | Column Heading |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Try to keep all table rows on one page. If the data cannot be contained on one page, do not do any additional formatting to keep the table on one page. The editors will format as needed. If the table must be in landscape format, prepare the table as an image and follow the instructions below.

**How to Format a Figure**

Figures often help summarize complex ideas. Please use black and white or grayscale for all items, if possible. A sample is shown below in Figure 1. You may use any image tool to create your figure; however, all images must be embedded into the document as shown.

|  |
| --- |
| **Figure 1: Sample of how to format a figure** |
|  |
| *Figure 1.* A brief description of the figure is required in this area. |

All figures should enhance the work. Please do not use figures, tables, or charts from other works unless you have copyright permission and/or provide the appropriate reference citations. Include the copyright permission with your submission.

**How to Format Secondary Headings**

Secondary headings allow the author to structure the paper in a more logical manner and are often used in the Methodology and Discussion sections of a manuscript.

**Level 2 Secondary Heading**

This is an example of a secondary heading. Please remember that if you use bullets or numbered items, you must have at least two items in the list. For example:

1. If you have an Item 1, then you must have an Item 2.
2. Never have just one item in a list.

***Level 3 Heading.***

In the rare case when additional headings beyond Level 3 headings are used, refer to the APA 6.0 publishing guidelines.

**How to Format References**

All references should follow APA 6.0 guidelines. Any hyperlinks should be removed. If you use the References Ribbon in Word, it is **mandatory** that you convert the references into static text prior to submission of the manuscript.

The basic format for references is shown in the next section. If the source document you are using is not listed in the examples, refer to the APA 6.0 guidelines.

**Failure to Follow the Guidelines**

If you do not follow the guidelines as indicated on this document, your manuscript will be returned to you for correction.

**References**

Author, A. A. & Author, B. B. (2018). Title of the article from a periodical or journal. *Name of the periodical, 1*(1), 10-15.

Author, A. A. & Author, B. B. (2018). Title of the article from a periodical or journal with a DOI. *Name of the periodical, 1,* 10-15*. d*oi: 99.99/9999.99.9.9.999

Author, A. A. & Author, B. B. (2018). *Title of book*. Location: Publisher.

Author, A. A. & Author, B. B. (2018). *Title of book*. Retrieved from http://www.xxxxxxx

Author, A. A. (2018). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A. A. (2018). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Retrieved from http://www.xxxxx