# Title of the Manuscript (Note: The editors have elected to use a Flush Left Title)

First Author

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University/College Name

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

**ABSTRACT**

*The abstract should be approximately 150 – 250 words. To place the box around the abstract, type the entire abstract. Once completed, select the text of the entire abstract, including the title and keywords. Add an outside border to the selected text.*

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

The introduction to your paper does not have a Section Heading. Type your introduction and then move into the various sections of the paper. The introduction should be approximately ½ to one page in length.

**Formatting Guidelines (note: Level 2 Headings are Flush Left, Bold, Title Case)**

Do not change any of the settings found within this document. Manuscripts that do not follow the formatting guidelines may be returned to the authors for correction.

Follow the most recent APA Style Guide for 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).

The required font style is Calibri (Body), 11 pt. Single-space within a paragraph. Double-space between each new paragraph. Each new section of the paper should have a Section Heading. The section heading is also Calibri (Body), 11 pt. with Bold. The journal does not accept double-spaced papers.

When writing, please allow the text to flow using word-warp. Please do not leave an orphan or widow line of text on any page.

Do not change the manuscript's header, footer, or page number. You are to use this template with the header, footer, and page numbers provided. The journal follows a standard formatting protocol. Please note that the journal uses the Oxford comma or serial comma.

If the authors refer to themselves in the paper, the style preference is not to use first-person pronouns. Instead, say that the authors or researcher performed the activity.

When creating a list, please follow APA guidelines. Numbered lists should be complete sentences or paragraphs in a series. Capitalize the first word after the number and end with a period or other appropriate punctuation. If the items are complete sentences for bulleted lists, use sentence case and end with the appropriate punctuation. If using phrases in your list, begin the item with lowercase and do not use an ending punctuation mark.

Please refer to the most recent APA Style Guide for all other stylistic considerations.

**Institutional Review Process Statement**

All manuscripts are required to undergo an institutional review process, and a statement to this effect must be included in all submitted manuscripts. Placement of this statement is at the author’s discretion, but typically would be in the Research Design or Methodology section.

**How to Format a Table**

All tables should be briefly summarized within the text. Table formatting follows the most recent APA Style Guidelines. The number of columns and rows is 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 |
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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 it as needed. If the table must be in landscape format, use section breaks to format it properly.

**How to Format a Figure**

Figures often help summarize complex ideas. Please use full-color, 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. Authors may not use generative AI or AI-assisted tools to create or edit images.

**How to Format Secondary Headings**

Secondary headings allow the author to structure the paper more logically and are often used in a manuscript's Methodology and Discussion sections. Please note the format for Level 2, Level 3, and Level 4 headings. If your paper requires additional levels for headings, please refer to the most recent APA Style Guidelines to format the additional headings.

***Level 3 Secondary Heading* (note: Level 3 Headings are Italicized, Flush Left, Bold, Title Case)**

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 4 Heading*.* (note: Level 4 Headings are indented, Bold, Title Case, End with .)**

In the rare case when additional headings beyond Level 4 headings are used, refer to the most recent APA Style Guidelines.

**How to Format References**

All references should be the most recent version of the APA Style Guide. Any hyperlinks should be removed. If you use the References Ribbon in Word or another citation manager, it is **mandatory** that you convert the references into static text before submission of the manuscript.

The basic format for references is shown in the next section. If the source document you use is not listed in the examples, refer to the most recent APA Style Guide for formatting requirements.

**Failure to Follow the Guidelines**

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

**AI Disclosure Statement**

All papers should include an AI Disclosure Statement. In this statement the author is to declare the use of any generative AI or AI-assisted tool used in creating the paper. This includes the use of tools used for readability and language usage beyond the basic tools available within the native word processing software used. This statement should appear just before the References Section of the paper.

**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*(2)*,* 10-15*.* http://doi.org/99.99/9999.99.9.9.999

Author, A. (2020). Article in a language other than English, which is the language of IJBE: Use the original language title, then place the translation in brackets [English translation of title here]. *Journal name in the original language, 1*(2), 1-10.

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

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