Manuscript Instruction

Review of Business

Abstract Preparation

Several search databases contain only abstracts. Thus, it is important to convey a complete but concise description of your manuscript so that you help potential readers decide if they want to obtain the full paper. Please limit your abstract to a total of 250 words. Please arrange your abstract in the following format, including the required sub-headings of Motivation, Premise, Approach, Results, Conclusions, Consistency:

- Motivation. Explain why one of your peers should care to read this work.

- Premise. Explain the issue you are investigating, preferably in a non-technical language.

- Approach. Summarize the data, key variables and central methodology you have used to investigate your premise.

- Results. Provide an objective and purposeful distillation of the end-result of your approach.

- Conclusion. Highlight the implication of you results as they apply to your premise, and state whether your results imply a specific or a general conclusion.

- Consistency. The purpose of this journal is to disseminate basic research on how business manages and engages with risk or uncertainty, and basic research on the resulting effect on society, so as to produce evidence-based quality knowledge that can impact the practice of business. Explain why your manuscript is consistent with the purpose of this journal.

Manuscript Preparation

Write in a manner that is intelligible to the journal's international and multidisciplinary readership. Figures and tables should have a high information-to-ink ratio and should be purposefully arranged so that they are easy to follow.

Once your manuscript is accepted for publication it will be typeset to the journal's design. Thus, there are only a handful of technical requirements that you are asked to follow in preparing your manuscript. Some of these requirements are for the benefit of reviewers, and some for the benefit of the typesetters.

Please submit a minimum of two separate files. Both files are Word files (.doc, .docx, .rtf). Before submitting these files delete all of your identifying information.

The first file is your author information. It contains:

1. Title of the manuscript.
2. Name of author(s) in the order in which they should appear in print (including middle initials if available).
3. Author affiliation, the affiliation's physical location, and author's email address.
4. An asterisk next to the corresponding author's name.
5. The corresponding author's daytime phone (only as an alternative way for the typesetters to communicate with you if needed).

The second file is your manuscript. It begins with the title and an abstract. The rest of your writing follows. The essential formatting requirements are:

1. Number your pages at the top of the page.
2. Line space at 1.5 times.
3. Indicate the level of subheadings if using more than one level, by noting then in angle brackets: <H1>, <H2>, etc. For example:

   <H1>Benefits

   <H2>Growth

   <H3>Long-Term Growth

4. Use Word's footnote feature to insert footnotes at the bottom of a page.
5. Cite figures and tables in the text in their numerical order (e.g., Table 1, Figure 1, Table 2, Table 3, Figure 2, etc.) and indicate very clearly the approximate locations you would prefer they appear in the typeset document.
6. Place your Tables, and then your Figures, in their respective order after your references.
   a. Construct tables in Word, one to a page. A less preferred alternative is to provide the data for your tables in Microsoft Excel or Access files clearly identified for transfer to a table. As a cautionary note, check carefully in the page proof stage that your tables have been typeset accurately.

    b. Construct figures one to a page and provide their source file. If you use screenshots, photographs, and the like, they should be provided as separate high-resolution files. If you are borrowing visuals from another source, you need to provide evidence that you have permission for reuse or for adaptation.

7. Prepare your references following the Chicago Manual of Style's author/date format. Cite references in your text parenthetically using the author's last name and year. In Microsoft Word's reference manager, this is listed as "Chicago Sixteenth Edition." For more rules and examples, see http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

8. Do not write out numbers. Rather, use numerals to indicate the actual quantity in an appropriate level of precision for your work. For example, 3.537 perent, 0.354, 10.3 trillion euros, -32.1 degrees Celsius, an estimated coefficient of 0.246, 17 basis points.

9. Spell out all abbreviations/initialisms/acronyms at their first usage.