



## Guidelines for Authors

Excelsior College's *Journal of Business and Technology* is the official peer-reviewed scholarly journal of the School of Business and Technology at Excelsior College. As such, The *Journal of Business and Technology* publishes current and timely high-impact papers of broad interest, including empirical reports, meta-analyses, and scholarly reviews covering all aspects of business and technology, practice, education, and policy, including:

- Reports of quantitative and/or qualitative research
- Literature reviews that advance research and teaching in business and technology
- Meta-analyses of research in business and technology
- Practitioner focused reviews
- Case studies/best practices in the field and/or in business/technology education
- Book reviews

The *Journal of Business and Technology* welcomes submissions. Please refer to the Manuscript Submission section below for details on types of submissions and editorial requirements.

Submit manuscripts via email to:

Michele Paludi and Shambhu Shastry in care of:

[Jbtsubmissions@excelsior.edu](mailto:Jbtsubmissions@excelsior.edu)

## **Manuscript Submission**

### **Cover Letter**

Please include the following in your cover letter:

1. Manuscript title.
2. Manuscript type (e.g., case study, teaching, empirical research).
3. Statement that the manuscript has been reviewed and approved by all contributors.
4. Statement that the manuscript has not been published or currently submitted to another journal.
5. If the manuscript contains data that are part of a larger study, authors must describe the larger study and provide references for other articles/presentations.
6. All research involving human participants must describe approval by the relevant Internal Review Board. Consent by the Internal Review Board must be described in the article.
7. Conferences at which the research discussed in the manuscript was presented must be identified in the Authors' notes.
8. Contact information of the author(s).

### **Submission Types**

Theoretical papers

Empirical research papers

### **Proposals for Special Issues**

Proposals should be submitted to the Co-Editors prior to developing the manuscripts. Special Issues must be related to the journal's mission. Proposals should include:

- Rationale for why the Special Issue is appropriate for the Journal
- List of proposed manuscripts with potential authors (not to be recruited until the proposal for a Special Issue is accepted)

Proposals will be sent by the Co-Editors to two Editors for Review

If the proposal is approved, the proposal author will be responsible for recruiting authors.

### **Manuscript Guidelines**

Manuscripts must be written at a level allowing a broad audience, from undergraduate and graduate students to professionals in academia, business, industry, and government. Each manuscript must be prepared in Microsoft Word (.doc or .docx) and be 10–25 double-spaced pages in length. Manuscripts must be submitted with necessary graphics, in-line citations, and a list of references cited written in accordance with APA 6<sup>th</sup> edition style.

The first page of the paper should be the title page including the paper title, abstract, and selected 5 keywords/phrases. A 150–250-word abstract should state the purpose, results, and conclusion of the work. The manuscript should begin on the second page.

### **Masked Review Policy**

According to The *Journal of Business and Technology's* policy, the identities of authors and reviewers are masked. Manuscripts are circulated to members of the Editorial Board without their title pages to mask the identity of the authors. Please provide the authors' name and affiliations in the cover letter. **This information must not appear anywhere else on the manuscript.** Footnotes that identify the authors must be placed on a separate page.

All submissions undergo a double-masked peer review process, i.e. the identity of the authors is not disclosed to the reviewers and vice versa. There will be two reviewers assigned for each submission, and it takes about two months from the submission of a manuscript to the notification of review result. The decision letter will include the reviewers' suggestions/comments, their recommendations to accept, revise and resubmit, or reject the submission, as well as the final decision from the co-editors. Each manuscript may undergo multiple review rounds.

Manuscripts that do not conform to the submission guidelines will be returned without review.

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