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

First Author

Department/School Name

University/College Name

Second Author, if needed

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University/College Name

Third Author, if needed

Department/School Name

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

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 APA 7.0 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).

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 papers that are double-spaced.

When writing, please allow the text to flow using word-warp. Do not worry about single lines at the bottom of one page or the top of the next page. The editor will format the document before final uploading to the journal website.

Do not add a header, footer, or page number to the manuscript. The journal follows a standard formatting protocol. The editors will add the appropriate headers, footers, and page numbers to all submissions. Please note that the journal uses the Oxford comma or serial comma.

If the authors are referring to themselves in the paper, the style preference is to not use 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. For bulleted lists, if the items are complete sentences, 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.

For all other stylistic considerations, please refer to the APA 7.0 Style Guide.

**How to Format a Table**

All tables should be briefly summarized within the text. Table formatting follows the APA 7.0 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 |
|  |  |  |  |
|  |  |  |  |
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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 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. Please note the format for Level 2 and Level 3 headings. If your paper requires additional levels for headings, please refer to the APA 7.0 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 APA 7.0 publishing guidelines.

**How to Format References**

All references should follow APA 7.0 guidelines. 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 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 7.0 guidelines.

**Failure to Follow the Guidelines**

If you do not follow the guidelines as indicated on this document, the manuscript will be returned to 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*(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.

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

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

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