

AUTHOR GUIDELINES **JMBE**

Manuscript Submission:

All submissions should be made online, through the website www.jmbe.unika.ac.id as an attachment using Microsoft Word.

The submitted manuscript should be your own original work. It has been submitted only to *Journal of Management and Business Environment* and is not under consideration by another publication or has been or will be published elsewhere.

Format Of Manuscripts:

All articles should follow strictly the following format

- The manuscript must be written in Times New Roman using double-spacing excluding quotations, tables, notes, and references that must be single-spacing.
- The manuscript should be written on A4 paper size with 4cm for top and left margins and 3cm for right and bottom margins.
- The text of manuscripts should not exceed 8,000 words (excluding notes, figures, tables and references).
- All articles must be page numbered using middle bottom page style.
- All articles must be accompanied by an abstract of up to 200 words and five keywords maximum.
- Authors have the responsibility to ensure that their articles are written in an acceptable standard of English (use professional proofreader if necessary).
- Authors can use either British or American spellings and should use it consistently throughout the manuscript.

The Guidelines:

Title

- Title must be concise and not exceed 15 words, written in uppercase and bold.
- Authors must provide their full names, affiliation, email address, and phone numbers with their article. In case there are more than author, corresponding author must be specified.

Abstract

- Abstract must describe briefly the purpose, methods, results, conclusions, and implications of the work. Abstract must be written in one spacing.
- Keywords must be as specific as possible and should be presented in alphabetic order.

Sections

Articles must contain sections listed, as follows:

- Title
- Author(S) names with no academic degrees and affiliation
- Email address and phone numbers
- Abstract
- Keywords
- Introduction
- Literature Review
- Methodology
- Results and Discussion
- Conclusions and Implications
- References

General Style

- Headings and subheadings must be bold, no number, and follow section rank as follows
Rank 1 (all caps and left alignment)
Rank 2 (capitalize each word and left alignment)
Rank 3 (Sentence case and left alignment)
- Numbers: spell out numbers from one to nine, 10 and above to remain in figures.
- Dates: 1 January 2019; Feb-Sept; the 1920s; 2010-2019; twentieth century.
- Exact measurements: use only figures (8 kg, 6 per cent *not* %, 5 thousands *not* 000).
- Capitalization: use sparingly, generally in titles.
- Social actors: use 'woman' and 'women' *not* 'female' and 'females'. Similarly, use 'man' and 'men' *not* 'male' and 'males'. 'Female' and 'male' should be used when referring to the construction of a social identity.
- Foreign words should be in italics.

Figures and Tables

- All figures (diagrams, images and photographs) and tables should be provided in the text and numbered in the order that they appear in text.
- Each figure and table should have a heading, an explanatory caption if necessary, and a source or reference.
- Number and heading of a table are placed above the table but they must be placed below the figure for a figure.

Citations and References

All citation and references must be follow the American Psychological Association (APA) style.

Citation:

- One author: Smith (2018); (Smith, 2018).
- Two authors: Smith and Daniel (2003); (Smith & Daniel, 2003).
- More than 2 authors: Smith et al. (2001); (Smith et al., 2001).

References:

- References contain only those cited in the text.
- References are presented in alphabetical order of the author's name and chronologically.
- References are written in the form of Hanging.
- The detail referencing is as follow:

Journal Article

Anderson, C. (2010). Business in the future. *Journal of Business Management*, 1, 5–17.

Book

Anderson, C. (2010). *Business in the future*. Semarang: SCU Press.

Article in an edited book

Anderson, C. (2010). Managing the future organization. In G. Verhoven (Ed.), *Business in the future* (pp. 2–22). Semarang: SCU Press.

Edited book

Anderson, C. (Ed.). (2010). *Business in the future*. Semarang: SCU Press.

Dissertation (unpublished)

Anderson, C. (2010). *Business in the future*. Unpublished master thesis, University of Magistra Management, Semarang.

Article presented at a symposium, conference, seminar or annual meeting

Anderson, C. (2010, June). *Creating a business reference for everyone*. Article presented at the International Conference of Management Issues, Semarang.

Online reference

Anderson, C. (2010, June). About adapting business in turbulent environment. *Business in the future*. Retrieved Date, Month, Year, from <http://www.magistra.com> (do not place a period at the end of an online reference).