



OUR MISSION

We empower Christian business faculty to transform the world for the glory of God.

OUR VISION

- Grow and Diversify Our Membership – to include more faculty from secular institutions, more adjunct faculty, more women, and more people of color.
- Extend Our Reach – via a complete rebranding and establishing active presence on major social media platforms
- Raise Our Bar – by improving the substance and rigor of our review processes and increasing the number of co-authored and/or cross-institutional conference papers and journal articles.
- Rock Our Conferences - by launching regional conferences to supplement the annual conference and by achieving at least 95% satisfaction rate at all conferences.

OUR VALUES

- Biblical - We are committed to God's Word. We are faithful.
- Relational - We are eager to connect with and energize others. We are community.
- Scholarly - We are compelled to explore and teach about God's world. We are intellectually curious.
- Ecumenical - We embrace diversity within the body of Christ. We are welcoming.
- Edifying - We invest in others to make them better. We are encouraging.

WHY JOIN THE CBFA?

- Opportunities to network with other like-minded Christian business faculty dedicated to training and teaching students to have a positive impact in the business world
- Subscription to the *Journal of Biblical Integration in Business*
- Subscription to the *Christian Business Academy Review*
- Attain voting privileges for various CBFA related business, member awards, etc.

CRITERIA FOR MEMBERSHIP

1. Members are full-time, part-time, or adjunct; current or retired faculty
2. Members agree that:
 - Jesus Christ is the Son of God and through His atonement is the mediator between God and man
 - The word of God expressed in the Bible is inspired by God and is authoritative in the development of Christian faith and practice
 - The Christian faith has significant implications for the structure and practice of business
 - Developing Christian education for business practice should be undertaken as a cooperative venture of this organization
3. Members pay annual dues of \$50
4. Register at <https://www.cbfa.org/membership>

Manuscript Guidelines



PURPOSE

The *CBAR* is a blind peer-reviewed spring publication of the Christian Business Faculty Association. The *CBAR* is devoted to promoting Christian business education through publication of faith-based articles that focus on **creative instruction** (cases, innovations in pedagogy, materials, and methods for teaching undergraduate and graduate business students), **curriculum development** (book reviews, ideas for and experience with the creation of new courses and programs of study), **professional issues** (the role of business programs and faculty in assessment, accreditation, compensation, teaching loads, and professional development), and **research in business education** (original empirical studies and surveys dealing with the evaluation of teaching methods, learning attitudes, and evaluation techniques).

The *CBAR* aims to publish manuscripts which add to the body of knowledge. These manuscripts will represent both good scholarship and good pedagogical thinking. The authors must establish an academic context for their ideas. Authors should include a section with some discussion of other people's work in the area in order to place their efforts in the larger context of a growing pedagogical scholarship. The aim is to publish the combination of scholarly skills (literature reviews, informed thinking, building on previous research, etc.) and pedagogical exploration (new ways of teaching — or thinking about — the subjects and materials in which *CBAR* readers are most interested).

The suggested page limit varies by focus area. Creative instruction manuscripts should be shorter (5 to 10 pages double-spaced) and do not necessarily need to have quantifiable results. Curriculum development and professional issues manuscripts should vary in length depending on the level and depth of the literature review and whether or not a hypothesis is being tested. Manuscripts in curriculum devel-

opment and professional issues should be between 5 and 20 pages, double-spaced. Research in business education manuscripts should include a literature review and some form of quantifiable support for or against a hypothesis. Research in business education manuscripts should be about 20 pages, double-spaced.

The *Christian Business Academy Review* is listed in the 10th edition of *Cabell's Directory of Publishing Opportunities in Management*.

STYLE INSTRUCTIONS

Readability and author anonymity is of primary importance for the review process. Submitted manuscripts should be double-spaced using an easily readable font such as Garamond 11. Manuscripts should include a cover page with title, authors, and their affiliations. Author(s) name should not appear in the body of the paper. The first page of the paper should include the paper title, followed by an abstract of not more than 100 words, and then followed by the first section titled “**INTRODUCTION.**”

Up to three levels of section headings are allowed: level one (centered, bold, all caps), level two (left justified, bold, first letter of each word capitalized, italics), and level three (left justified, bold, first letter of each word capitalized, underlined).

LEVEL 1

Level Two

Level Three

Tables and figures should be numbered starting with 1 (e.g., Table 1: Sample Demographic Characteristics). Note in the body of the paper approximately where tables or figures should be placed using double lines with (insert Table 1 here) between double lines. Place any tables, figures, and appendices after the reference section. Tables

and figures should be in a portrait orientation with 1-inch margins on all sides. Use endnotes, not footnotes, and avoid excessive use of endnotes. The endnotes section should appear at the end of the paper but before the references section. References should be noted in the body of paper in parenthesis, e.g. (Goltz, Hietapelto, Reinsch, & Tyrell, 2008). All references should appear alphabetically by author's last name in the references section as follows:

Goltz, S., Hietapelto, A., Reinsch, R., & Tyrell, S. (2008). Teaching teamwork and problem solving concurrently. *Journal of Management Education*, 32(5), 541-562.

REVIEWER INSTRUCTIONS

Listed below are the instructions sent to the reviewers:

Attached is a manuscript for publication consideration in the ____ section of the *CBAR*. Please acknowledge receipt of this message and let me know if you will be able to complete a review by ____.

I would like for you to do two things. First, in a few paragraphs, summarize the major contribution of this paper to the field of business education. Comment on the strengths of the paper. Comment on the areas of weakness and areas for improvement. You may wish to use the following outline to guide your review:

- A. Contribution to the field of Christian business education
 - A1. Interest of the topic to Christian business educators
 - A2. Faith-based emphasis
- B. Strengths and weaknesses
 - B1. Clarity of objectives
 - B2. Adequacy of literature review and references
 - B3. Conceptual rigor
 - B4. Organization and presentation
 - B5. Writing quality

Second, classify this manuscript into one of the following categories:

- ____ Accept as is, no areas of improvement.
- ____ Accept with revisions, the manuscript could be improved with minor revisions before publication (please list these revisions).
- ____ Revise and resubmit, the manuscript needs to make major revisions before it would be acceptable for publication (please list these revisions).
- ____ Reject, the manuscript is not publishable.

Authors will get an anonymous copy of your comments.

POLICY REGARDING PREVIOUSLY PUBLISHED MATERIAL (INCLUDING CBFA MEETING PRESENTATIONS)

The *CBAR* does not normally publish manuscripts (or book reviews) that have been previously published in other journals, books, or magazines. The *CBAR* will consider manuscripts of papers presented at regional or national meetings (including those presented at the CBFA national meeting). In this regard, authors should note that the *CBAR* is a blind peer-reviewed academic journal. The *CBAR*'s standards for manuscript acceptance may be quite different from those of acceptance for meeting presentations. Frequently, regional and national meetings are forums for early versions of ideas, as well as for discussing issues related to a particular discipline's pedagogical, organizational, and political concerns. Therefore it is the position of the *CBAR* that papers presented at meetings should be substantively changed for consideration as manuscripts for the *CBAR*. While it is not practical to quantify the required degree of change, it would be expected that the author(s), in a letter accompanying the manuscript, would be able to document the substantive changes made in development of the manuscript for review by the *CBAR*. The *CBAR* reserves the right to not publish material considered to be insufficiently developed as a journal manuscript. Authors who do submit manuscripts developed from previous paper presentations should recognize that they may forfeit some of the "blindness" in the blind review process. While all identifying information will be deleted in manuscripts sent to board of review members, one or more members of the board may have knowledge of the paper as a presentation. Such papers are often published in meeting proceedings and these may well be known to reviewers (especially from the CBFA's own national meeting).

SUBMISSION INSTRUCTIONS

Manuscripts should be submitted electronically. Please specify the focus area for your manuscript (i.e. research in business education, creative instruction, curriculum development, or professional issues). Email a file of your submission in Microsoft Word to Robert (Lenie) Holbrook at lenie.holbrook@gmail.com.

Christian Business Academy Review

2022-2023 Board of Review

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CBFA

Christian Business Faculty Association

ADVERTISING AND INSTITUTIONAL SUBSCRIPTION FEES

Journal of Biblical Integration in Business (JBIB)

Christian Business Academy Review (CBAR)

The JBIB and the CBAR are published by the Christian Business Faculty Association.

Both the CBAR and the JBIB are listed in *Cabell's Directory of Publishing Opportunities in Management* and indexed in the international version of the EBSCOhost Business Source collection, the Christian Periodicals Index and Google Scholar.

The JBIB print ISSN Number is 1527-0602. The CBAR print ISSN Number is 1931-1958.

Both the JBIB and CBAR are published annually. The CBAR in the spring and the JBIB in the fall.

ADVERTISING FEES

The JBIB and the CBAR are handled as a joint subscription with one advertising fee. The cost for a full page (8.5"x11") ad, black and white high resolution PDF is \$800. The \$800 would include an ad in both the CBAR and the JBIB. The CBAR would need the ad by 2/15 on a yearly basis. The JBIB would need the ad by 6/1 on a yearly basis.

INSTITUTIONAL SUBSCRIPTION FEES

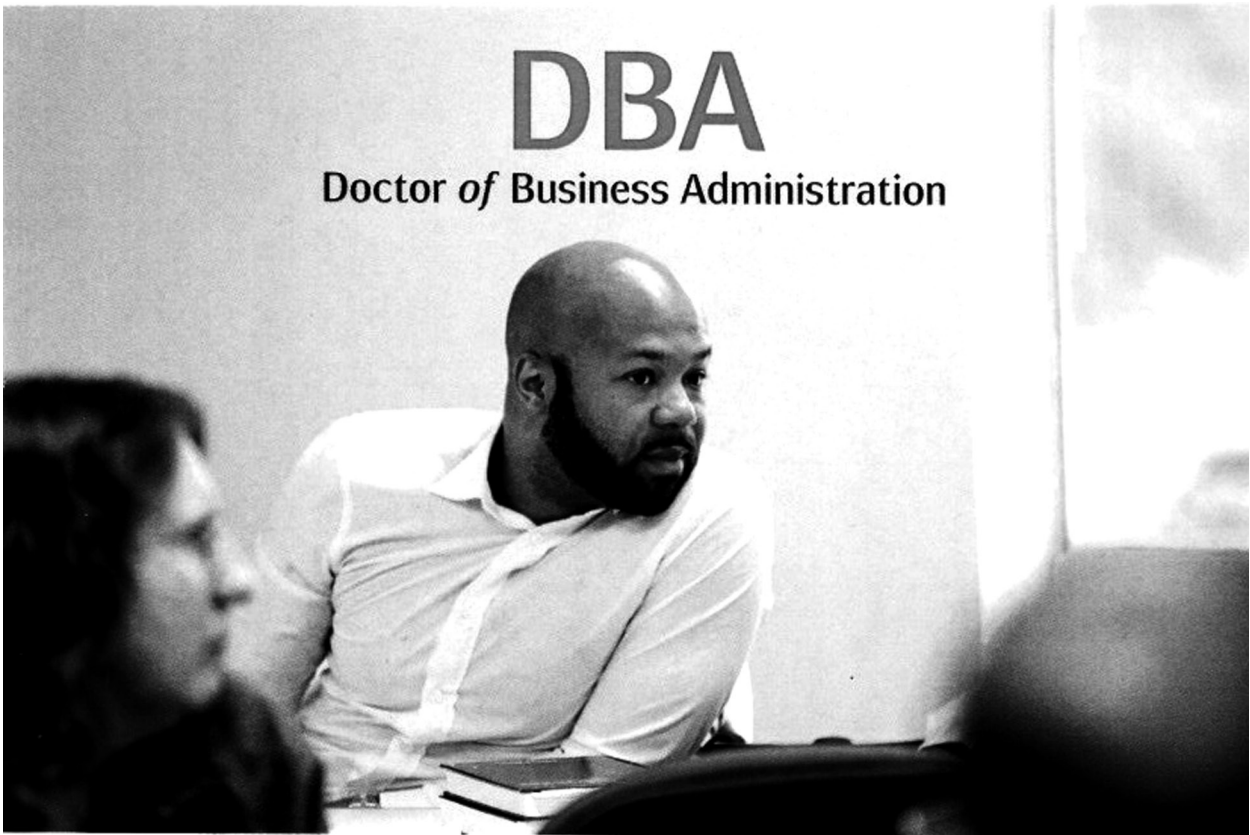
The JBIB and the CBAR are handled as a joint subscription with one subscription fee. The joint subscription fee is \$50 annually. Subscription fees are nonrefundable.

PAYMENT

Advertising and institutional subscription fees for the JBIB and CBAR are all processed through Dr. Andy Borchers, Director of Publications for the CBFA, Lipscomb University, 1 University Park Drive, Nashville, TN, 37204, Office Phone: 615-966-5779, Email andy.borchers@lipscomb.edu. All checks should be made out to the Christian Business Faculty Association.

DBA

Doctor of Business Administration



PROGRAM FACT SHEET

- A track record of excellence since 2001
- Focus on serving the needs of faculty and potential faculty in “teaching institutions”
- Opportunities to major in Accounting, Finance, Management, or Marketing
- Intentional emphasis on a Christian worldview and its application to business
- Specific coursework dedicated to effective teaching pedagogy
- Hybrid design combines distance learning technology with on-campus residencies which focus on face-to-face interaction between students and faculty
- Requirements for the DBA degree can be satisfied in just four years
- Fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP)
- An earned reputation ... the Anderson University DBA has led to faculty promotions and access to a broad range of academic opportunities



ANDERSON UNIVERSITY

Falls School of Business

Anderson, Indiana