

# Manuscript Guidelines



## PURPOSE

The *CBAR* is an anonymous 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** (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), **research in business education** (original empirical studies and surveys dealing with the evaluation of teaching methods, learning attitudes, and evaluation techniques), and **teaching talks** (activities and exercises for use to demonstrate specific topics). Separate style instructions will be provided for teaching talks. Please contact the editor for the guidelines before developing these manuscripts. **Book reviews** will be considered. Please contact the editor with your proposal before writing or submitting these.

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 development 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

### Style Instructions

When submitting articles, please use the following style instructions:

**Citation style.** Articles in the *CBAR* should follow the American Psychological Association (APA) **citation style**. For example, articles should be written using textual citations rather than footnotes. Authors can refer to the current edition of the *Publication Manual of the American Psychological Association* for any questions regarding this style.

**Cover sheet and abstract.** Manuscripts should include a **separate cover page** (cover sheet) with the title, authors, their affiliations, and contact information. If multiple authors participated in the paper, identify who is the primary contact for the editor. The first page of the paper should include the

| APA Headings |   |
|--------------|---|
| Level        | Format  |
| 1            | <b>CENTERED, BOLDFACE, UPPERCASE</b>  |
| 2            | <b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>  |
| 3            | <i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period. |

paper title, followed by an abstract of not more than 150 words, and then followed by the first section.

**Spacing.** Manuscripts should be double-spaced. One-inch margins should be used.

**Headings and subheadings.**<sup>1</sup> APA Style uses a three-level headings system to separate and classify paper sections. Use the headings in order, beginning with level 1. The format of each level is illustrated below (and in this document):

**Illustrations.** Tables and figures should be numbered, starting with 1. Do not place tables and figures in the body of the paper. Rather, note in the body of the paper approximately where tables or figures should be placed using double lines with “Insert Table 1 here” between the double lines. Place tables, figures, and appendices after the reference section at the end of the paper. Tables and figures should be in portrait orientation with 1-inch margins on all sides.

**Endnotes.** 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.

**Electronic file formats.** Manuscripts should be submitted electronically as an email attachment in Word® file, doc. or docx. format. Do *not* use the PDF file format for submissions.

**Personal identifying information.** An author’s name or other identifying information (such as title or institutional affiliation) must be removed from the body of the paper, including appendices, footnotes, headings, footers and the electronic file “properties.”

### Cover Letter or Email

In your cover letter or email provide the following:

- An abbreviated version of the title of the article in the email subject line and the full title of the article in the body of the email.
- A short description of the particular contribution that the paper makes to the on-going scholarly dialogue.

### 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 an anonymous, 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 "anonymity" in the anonymous process. While all identifying information will be deleted in manuscripts sent to the 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 [editor-cbar@cbfa.org](mailto:editor-cbar@cbfa.org).

### **ENDNOTES**

- <sup>1</sup> From Online Writing Lab (OWL) at Purdue ([owl.english.purdue.edu](http://owl.english.purdue.edu))

# GBAR

# *Christian Business Academy Review*

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