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Journal of Business and Leadership: Research, Practice, and Teaching

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Journal of Business and Leadership is a refereed publication. The aim of this journal is to provide a forum for current thoughts, techniques, theories, issues, trends, and innovations in the business and leadership fields. All manuscripts submitted to the journal will be subject to the double-blind referee process.

Manuscript Guidelines for Prospective Authors

FORMAT
- Manuscripts should be typed on a standard size paper (8.5 by 11) and should not exceed 25 pages, including references, appendixes, tables, and figures.
- The manuscript must use Microsoft Word and should be typed in a 12-point font. It must be double-spaced (excluding references, appendixes, tables, and figures). All margins are one inch.
- Main headings should be centered and typed in all capitals. Example: INTRODUCTION.
- Secondary headings should be typed flush with the left margin and in small letters, with major words beginning with capitals. Example: Learning Models.
- Tables, figures, and graphs should be included where they are discussed. DO NOT INCLUDE NOTATIONS LIKE INSERT TABLE 1 ABOUT HERE.
- Do not paginate within the manuscript. Pencil in page numbers on the bottom of the hard copy.
- Do not use footnotes in your manuscript.
- Citations should be made in the text by enclosing the cited author’s name and the year of the work cited in parentheses. Example: Several studies (Johnson, 1999; Smith, 1998; Green, 1997) support this finding.
- Direct quotations must give a page number(s); these follow the date of publication and are separated from it by a colon. Example: Johnson indicated that writing is a difficult process (1995: 6).
- The title page should include the title of the manuscript and appropriate contact information (authors’ names, affiliations, complete address, contact numbers, including alternate phone numbers, e.g., cell, summer phone numbers, etc, and e-mail addresses).
- NO INTERNET CITATIONS.
- The second page should repeat the title of the manuscript and a brief (not to exceed 100 words) abstract. Excluding title page, the manuscript should not contain the name of the author or any affiliation that would allow the reviewer to determine authorship.

ASSUMPTIONS
- Authors have submitted original work and made every effort to ensure accuracy of the manuscript.
- Accepted ethical standards have been applied in the research and/or preparation of the manuscript submitted for publication.
- Authors have obtained appropriate permissions so that the publication of the manuscript would not violate any copyright or other personal or proprietary rights of others.

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