

Journal of Business Economics and Management

Instructions for authors

Thank you for choosing to submit your paper to us. These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements. For general guidance on the publication process at Taylor & Francis please visit our [Author Services website](#).

Journal information

Print ISSN: 1611-1699 Online ISSN: 2029-4433

6 issues per year

The papers published in *Journal of Business Economics and Management* are abstracted/indexed by:

- Social Sciences Citation Index® (Web of Science), Thomson Reuters,
- Social Scisearch® (Web of Science), Thomson Reuters,
- Journal Citation Reports/ Social Sciences Edition, Thomson Reuters.
- EBSCO (Business Source Complete),
- ICONDA, The International Construction Database,
- SCOPUS,
- Index Copernicus Journals Master List, Index Copernicus.

VGTU make every effort to ensure the accuracy of all the information (the "Content") contained in our publications. However, VGTU, our agents, and our licensors make no representations or warranties whatsoever as to the accuracy, completeness, or suitability for any purpose of the Content. Any opinions and views expressed in this publication are the opinions and views of the authors, and are not the views of or endorsed by VGTU. The accuracy of the Content should not be relied upon and should be independently verified with primary sources of information. VGTU shall not be liable for any losses, actions, claims, proceedings, demands, costs, expenses, damages, and other liabilities whatsoever or howsoever caused arising directly or indirectly in connection with, in relation to, or arising out of the use of the Content. Terms & Conditions of access and use can be found at <http://www.tandfonline.com/page/terms-and-conditions> .

AUTHORSERVICES
Supporting Taylor & Francis authors

SCHOLARONE MANUSCRIPTS™

This journal uses ScholarOne Manuscripts (previously Manuscript Central) to peer review manuscript submissions. Please read the [guide for ScholarOne authors](#) before making a submission.

Complete guidelines for preparing and submitting your manuscript to this journal are provided below.

Use these instructions if you are preparing a manuscript to submit to *Journal of Business Economics and Management*. To explore our journals portfolio, visit <http://www.tandfonline.com/>, and for more author resources, visit our Author Services website.

Journal of Business Economics and Management is an international, peer-reviewed journal publishing high-quality, original research. All submitted manuscripts are subject to initial appraisal by the Editor, and, if found suitable for further consideration, to peer review by independent, anonymous expert referees. All peer review is double blind and submission is online via ScholarOne Manuscripts <http://mc.manuscriptcentral.com/sbem>. Using *double-blind* peer review system, neither reviewers' nor author's identities are revealed to the other party to ensure the quality of research published in the Journal. Manuscripts that are appropriate for the Journal are reviewed by at least two experts in the field. Authors of manuscripts that were rejected during review process will be informed if the manuscript may be resubmitted after it is corrected according to given recommendations. If your manuscript has been previously submitted elsewhere, please ensure that it follows the guidelines of this journal. The final decision to accept or reject the manuscript will also be sent to the corresponding author along with any recommendations made by the reviewers.

***Journal of Business Economics and Management* considers all manuscripts on the strict condition that:**

- **the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work;**
- **the manuscript has been submitted only to *Journal of Business Economics and Management*; it is not under consideration or peer review or accepted for publication or in press or published elsewhere;**
- **the manuscript contains nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.**

Please note that *Journal of Business Economics and Management* uses **CrossCheck**™ software to screen manuscripts for unoriginal material. By submitting your manuscript to *Journal of Business Economics and Management* you are agreeing to any necessary originality checks your manuscript may have to undergo during the peer-review and production processes.

Any author who fails to adhere to the above conditions will be charged with costs which *Journal of Business Economics and Management* incurs for their manuscript at the discretion of the *Journal's* Editors and Taylor & Francis, and their manuscript will be rejected.

Contents List

Manuscript preparation

1. General guidelines
2. Style guidelines
3. Figures and tables
4. Publication charges

Submission fee

5. Reproduction of copyright material
6. Supplemental online material
7. Template

Manuscript submission

Copyright and authors' rights

[Free article access](#)
[Reprints and journal copies](#)
[Open access](#)

Manuscript preparation

1. General guidelines

↑ / [Back to the top](#)

- Topic and content of the manuscript must fit the aims and scope of *Journal of Business Economics and Management*.
- Manuscripts are accepted only in English. British English spelling and punctuation is preferred. The language will be evaluated by our editors to decide if it is of sufficient quality. It is strongly recommended to have your manuscript checked by a native speaker or an English language specialist before submission, in order to ensure that the language is acceptable.
- A manuscript cannot exceed 20 pages (40000 characters with spaces). Inclusive of tables, references, figure captions, footnotes, endnotes, appendices, etc. Manuscripts that greatly exceed this will be critically reviewed with respect to length.
- The structure of the manuscript should be organised as follows: title, author(s), affiliation(s), abstract, keywords, JEL classification, introduction, body text (the main text should include previous research on the subject, methodology and/or theoretical framework, results of the research, and discussion and interpretation of results obtained), acknowledgements (can be added if necessary), disclosure statement, references, short biographical note(s) of the author(s).
- **Abstracts** of approximately 250 words (1200 characters with spaces) are required for all manuscripts submitted. An abstract should give concise information about the content of the core idea of the paper and clearly describe methods and the major findings reported in the manuscript. The structure of an abstract is the following: purpose, methodology, findings, research implications (if applicable), practical implications, the originality and value of the paper.
- Each manuscript should have 6 to 10 **keywords**.
- JEL Classification codes should be included in the manuscript.
- Search engine optimization (SEO) is a means of making your article more visible to anyone who might be looking for it. Please consult our guidance [here](#).
- Section headings should be concise and numbered sequentially, using a decimal system for subsections. Please note that Introduction, Conclusions and References should not be numbered.
- All authors of a manuscript should include their full names, affiliations, postal addresses, and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research

was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.

- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.
- Please supply a short biographical note for each author.
- People who contributed to the work should be listed in the Acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named.
- Please supply all details required by any funding and grant-awarding bodies as Funding in a separate paragraph as follows:

For single agency grants

This work was supported by the <Funding Agency> under Grant [number xxxx].

For multiple agency grants

This work was supported by the <Funding Agency #1> under Grant [number xxxx]; <Funding Agency #2> under Grant [number xxxx]; and <Funding Agency #3> under Grant [number xxxx].

- Authors must also incorporate a **Disclosure statement** which will acknowledge any financial, professional, personal interest or benefit they have arising from the direct applications of their research.
- **Acknowledgements, Funding, Disclosure statement, Contribution and Biographical note(s)** should be provided in a separate file in order to ensure author anonymity. The information will be included in the manuscript after peer-review process.
- For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- Authors must adhere to **SI units**. Units are not italicised.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

2. Style guidelines

[↑ / Back to the top](#)

- [Word template](#) should be used for the preparation of the manuscript for this journal.
- **Reference style.** The Journal uses the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. Please ensure that every reference cited in the text is also present in the reference list and vice versa. Please check if all names and surnames of the authors, also the details (title, year, volume, pages, etc.) in the list of references are correct.

If the sources have more than two researchers, only the surname of the first author should be indicated (e.g. Burkart et al. 2012). In case the list of references includes persons bearing the same surnames, the first letter of the author's name should be indicated, e.g. (Edwards, M. R., Edwards, T. 2013). Sources of the same author and the same year should be mentioned in the following way (Ulrich 2012a, 2012b). Follow reference requirements of the Journal when preparing your list of references:

- For a book with a single author (see Greene 2012), the following information should be indicated: author's surname and first name initial, year, title of the book, and publisher;
- For a book with two authors (see Cullen, Praveen Parboteeah 2011), the following information should be indicated: surnames and first name initials, year, title of the book, and publisher;
- For conference proceedings (see Gawer 2012): the following information should be indicated: author(s) (surname(s) and first name initial(s)), year, title of the article, title of the conference, date (day and month) and place (city and country) of the conference, and page numbers of the article;
- For thesis or dissertation (see Virtanen 2011), the following information should be indicated: surname(s), first name initial(s), year, title of the thesis, university, city;
- For chapters or parts of edited works included in collections or textbooks (see Agrawal, Knoeber 2012), the following information should be indicated: authors (surname(s) and first name initial(s)), year, title of the chapter, name initials and surnames of editors, title of the book, publisher, and page numbers of the chapter;
- For journal articles (see MacNab, Worthley 2013; Edwards, M. R., Edwards, T. 2013; Ulrich 2012a, 2012b): the following information should be indicated: authors (surname(s), first name initial(s)), year, title of the article, title of the journal, volume, issue and page numbers;
- For Internet documents (see ENISA 2010), the following information should be indicated: authors (surname(s) and first name initial(s)), corporation title, year, title of the article, the date when it was cited, working direct link to the source cited;
- For non-book and other formats (see Frontier Economics 2011) the following information should be indicated: author(s) (surname(s) and first name initial(s)) or organisation, year, title of the source, and type (e.g. report, etc.);
- For standards (LST EN 590:2009+A1:2010 or BS 6349-1:2000), the following information should be indicated: abbreviation, number, year, title.

Please note that an en-dash (–) should be used to connect values in a range, i.e. page numbers (125–146), date (17–18 August), etc. Please use the transliterated (not translated) version of the names and sources in Cyrillic (Beliatynskii et al. 2011). For papers published in the journals available in two or more languages, please give the English citation first, followed by the original language citation.

Examples:

Agrawal, A.; Knoeber, Ch. R. 2012. Corporate governance and firm performance, Chapter 26 in R. T. Christopher, W. F. Shughart (Eds.). *Managerial economics*. New York, NY: Oxford University

Press.

- Beliatynskii, A.; Kuzhel, N.; Stepura, V. 2011. Vzhajemozv'yazok parametriv modeli transportnogo potoku – sliduvannya za liderom z tekhniko-ekonomichnymy ta tekhniko-ekspluatacijnymy pokaznykamy systemy VADS, *Visnyk inzhenernoji Akademiji Ukrainy* (1): 185–187 (in Ukrainian). BS 6349-1:2000. *Maritime Structures: Code of Practice for General Criteria*. British Standard.
- Burkart, W. R.; Klein, R.; Mayer, S. 2012. Product line pricing for services with capacity constraints and dynamic substitution, *European Journal of Operational Research* 219(2): 347–359.
- Cullen, J. B.; Praveen Parboteeah, K. 2011. *Multinational management: a strategic approach*. 5th ed. Mason: Thomson South-Western.
- Edwards, M. R.; Edwards, T. 2013. Employee responses to changing aspects of the employer brand following a multinational acquisition: a longitudinal study, *Human Resource Management* 52: 27–54.
- ENISA. 2010. Portugal Country Report 2009–2010 [online], [cited 30 November 2011]. European Network and Information Security Agency. Available from Internet: <http://www.epractice.eu/en/document/288342>
- Frontier Economics. 2011. *Estimating the global economic and social impacts of counterfeiting and piracy*. A report commissioned by business action to stop counterfeiting and piracy (BAS-CAP). Frontier Economics Ltd, London.
- Gawer, J. 2012. Corporate governance scores and long term performance, in *29th International Conference of the French Finance Association*, 15–16 May, 2012, Strasbourg, France.
- Greene, W. H. 2012. *Econometric analysis*. 7th ed. New Jersey: Prentice Hall, 28–30.
- LST EN 590:2009+A1:2010. *Automobiliniai degalai. Dyzelinas. Reikalavimai ir tyrimo metodai* [Automotive fuels. Diesel. Requirements and test methods]. Lithuanian Standard.
- MacNab, B. R.; Worthley, R. 2013. Stereotype awareness development and effective cross-cultural management – An experimental approach, *International Journal of Cross Cultural Management* 13(1): 67–87.
- Ulrich, W. 2012a. Operational research and critical systems thinking – an integrated perspective Part 1: OR as applied systems thinking, *Journal of the Operational Research Society* 63(9): 1228–1247. <http://doi.dx.org/10.1057/jors.2011.141>
- Ulrich, W. 2012b. Operational research and critical systems thinking – an integrated perspective Part 2: OR as argumentative practice, *Journal of the Operational Research Society* 63(9): 1307–1322. <http://doi.dx.org/10.1057/jors.2011.145>
- Virtanen, M. 2011. *Choosing the optimal energy system for buildings and districts*: Master's thesis, Lappeenranta University of Technology.

• **Formulas, equations** and their components presented in the text must be written in Equation Editor. The size of basic symbols in equations should correspond to the letter size of the main text (10.5 pt). To do that, modify “Full” and “Sub-symbol” parameters in “Size/Define” toolbar of the Equation Editor: main symbols – 10.5 pt, indexes – 7 pt, sub-indexes – 6 pt. For more details see the template of the Journal.

3. Figures and tables

[↑ / Back to the top](#)

- **Please be sure that all imported tables and figures are at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.**
- If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in separate files (formats are indicated below).
- Figures and tables should follow the requirements:
- Tables: font – Times New Roman 9.5 pt, line thickness – 0.5 pt, file formats – *.doc, *.docx.
- Photos and scanned images: resolution – no less than 300 dpi, file formats – *.jpg, *.tiff.
- Diagrams, charts and schemes: font – Times New Roman from 5 to 8 pt, line thickness – from 0.3 to 2 pt, file formats – *.pdf, *.eps, *.cdr, *.xls, *.xlsx, *.dwg.
- The width of figures and tables should not exceed 13 cm.
- All figures and tables must be placed and cited in the text in consecutive numerical order. They must be numbered in the order in which they appear in the manuscript (e.g. Fig. 1, Fig. 2). In multi-part figures, each part should be labelled (e.g. Fig. 1a, Fig. 1b).
- The filename for a graphic should be descriptive of the graphic, e.g. Figure1, Figure2a, Table1, etc.
- Tables (refer with: Table 1, Table 2, etc.) should be presented as part of the text and should be editable.

4. Publication charges

[↑ / Back to the top](#)

Submission fee

There is no submission fee for *Business Economics and Management*.

5. Reproduction of copyright material

[↑ / Back to the top](#)

If you wish to include any material in your manuscript in which you do not hold copyright, you must obtain written permission from the copyright owner, prior to submission. Such material may be in the form of text, data, table, illustration, photograph, line drawing, audio clip, video clip, film still, and screenshot, and any supplemental material you propose to include. This applies to direct (verbatim or facsimile) reproduction as well as “derivative reproduction” (where you have created a new figure or table which derives substantially from a copyrighted source).

You must ensure appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in each figure or table caption. You are solely responsible for any fees which the copyright holder may charge for reuse.

The reproduction of short extracts of text, excluding poetry and song lyrics, for the purposes of criticism may be possible without formal permission on the basis that the quotation is reproduced accurately and full attribution is given.

For further information and FAQs on the reproduction of copyright material, please consult our [Guide](#).

6. Supplemental online material

[↑ / Back to the top](#)

Authors are encouraged to submit animations, movie files, sound files or any additional information

for online publication.

- [Information about supplemental online material](#)

Manuscript submission

[↑ / Back to the top](#)

All submissions should be made online at the *Journal of Business Economics and Management* ScholarOne Manuscripts site <http://mc.manuscriptcentral.com/sbem>. New users should first create an account. Once logged on to the site, submissions should be made via the Author Centre. Online user guides and access to a helpdesk are available on this website.

Manuscripts should be submitted in Word format. These files will be automatically converted into a PDF file for the review process.

[Click here for information regarding anonymous peer review.](#)

Copyright and authors' rights

[↑ / Back to the top](#)

To assure the integrity, dissemination, and protection against copyright infringement of published articles, you will be asked to assign to Vilnius Gediminas Technical University (VGTU) Press, via a Publishing Agreement, the copyright in your article. Your Article is defined as the final, definitive, and citable Version of Record, and includes: (a) the accepted manuscript in its final form, including the abstract, text, bibliography, and all accompanying tables, illustrations, data; and (b) any supplemental material hosted by Taylor & Francis. Our Publishing Agreement with you will constitute the entire agreement and the sole understanding between VGTU Press and you; no amendment, addendum, or other communication will be taken into account when interpreting your and VGTU Press rights and obligations under this Agreement.

Copyright policy is explained in detail [here](#).

Free article access

[↑ / Back to the top](#)

As an author, you will receive free access to your article on Taylor & Francis Online. You will be given access to the *My authored works* section of Taylor & Francis Online, which shows you all your published articles. You can easily view, read, and download your published articles from there. In addition, if someone has cited your article, you will be able to see this information. We are committed to promoting and increasing the visibility of your article and have provided [guidance on how you can help](#). Also within *My authored works*, author eprints allow you as an author to quickly and easily give anyone free access to the electronic version of your article so that your friends and contacts can read and download your published article for free. This applies to all authors (not just the corresponding author).

<http://www.tandfonline.com/action/authorSubmission?journalCode=tbem20&page=instructions#Publicationcharges>

Sample cover letter

[Your Name]

[Your Affiliation]

[Your Address]

[Date]

Dear [Editor name],

I/We wish to submit an original research article entitled “[title of article]” for consideration by [journal name].

I/We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I/we report on / show that _____. This is significant because _____.

We believe that this manuscript is appropriate for publication by [journal name] because it... **[specific reference to the journal’s Aims & Scope]**. _____.

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

We have no conflicts of interest to disclose.

If you feel that the manuscript is appropriate for your journal, we suggest the following reviewers:

[List reviewers and contact info, if requested by the journal]

Please address all correspondence concerning this manuscript to me at [email address].

Thank you for your consideration of this manuscript.

Sincerely,

[Your name]