

Japan Forum of Business and Society
Author Guideline

Thank you for your presentation at the International Joint Conference in September 2013. We would like you to submit full paper based on your presentation at the breakout session to publish a Special Book in October 2014. Please read the following author guidelines.

I . Submission Checklist

(1) The submission has not been previously published in English.

(2) Important Dates

1. Deadline for submission

The submission deadline of the full paper is **27 January 2014**. Please send the paper to info@j-fbs.jp

2. Result notification

The full papers are invited for double-blind peer review. The acceptance/rejection will be notified to you by **31 March 2014**.

3. Final submission

The submission of the final manuscript is **26 May 2014**.

Publication is expected in October, 2014.

(3) E-mail Submission

Please attach the full paper and a cover letter to an e-mail and send to info@j-fbs.jp

(4) Article Preparation

*The original article should be submitted electronically in single column format, with a word count of 8,000 (excluding figures). All articles must be written in UK English. If English is not your first language, please ask an English-speaking colleague to proofread your article. The text of the article should include the following:

- title
- abstract
- text
- references and notes
- tables, figure captions and figures
- keywords
- but not the authors names, their biographical notes nor any acknowledgements.

Please make sure that authors' names are not included in the document/file properties.

*Title, Abstract, Keywords, Addresses, Biographical Notes

Please assist us by following these guidelines:

- Title: as short as possible.
- Abstract: 100-150 words.
- Keywords: 10 words or phrases.
- Address: position, department, name of institution, full postal address and email address for each author.
- Biographical notes: 100-150 words per author.

Author details should not be included in the article.

*Cover Letter

A cover letter should include the title of the article; the names, affiliations and complete addresses, emails and fax numbers of the authors; an abstract; keywords; brief biographical notes about authors.

(5) Contact:

Japan Forum of Business and Society (JFBS) Secretariat: Noriko Saito (Ms.) c/o: Tanimoto Office, Waseda University 1-6-1 Nishiwaseda, Shinjyuku-Ku, Tokyo 169-8050 Japan Tel & Fax: +81-3-3203-7132 E-mail: n.saito@j-fbs.jp URL: http://j-fbs.jp
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II. Guidelines

① Typescript Preparation

Please adjust page margins more than 30 mm at the top, bottom, right and left. Please use “Times New Roman” font and adjust the font size 10.5. It must not be submitted in PDF format.

② Numbering System

Chapter: 1. 2. 3. 4. ...

Section: 1-1. 1-2. ...2-1. 2-2. ...

Article: (1). (2). (3). ...

③ Figures and Tables

- Figures and Tables should be sorted out and identified by number and title. Number and title should be put above the figures/tables.

④ Notes

Notes should be placed behind the main body of the text and in front of reference list in number order e.g. (1), (2), ... Footnotes should be avoided.

⑤ Reference List

- “author-date” style
- References should be gathered together at the end of the main body of the text with the item <Reference List> (left-align). The list should be alphabetical order by author.
- Examples of References

Books:

Post, J. E., Preston, L. E., and Sachs, S. (2002) *Redefining the Corporation: Stakeholder Management and Organizational Wealth*, Stanford, CA: Stanford University Press.

Edited Books:

Crimp, D. (Ed.) (1988) *AIDS: Cultural Analysis, Cultural Activism*, Cambridge, MA: MIT Press.

Book Chapters:

Caby, J. and Chousa, J.P. (2006) ‘Voluntary Disclosure of Non-Financial Information and CSR’, in Allouche, J. (Ed.), *Corporate Social Responsibility*, pp.205-218, NY: Palgrave.

Journal Articles:

Meyer, J. W. and Rowan, B. (1977) ‘Institutionalized Organisations: Formal Structure as Myth and Ceremony’, *American Journal of Sociology*, Vol.83 No.2, pp.340-363.

Websites:

World Economic Forum (2005). Available at

<http://www.scribd.com/doc/6293582/World-Economic-Forum-Annual-Report-20042005>

Accessed January 1st 2012.

- Where there is more than one reference from the same author(s), references should be in chronological order by publication. The same author(s) name should not be repeated, and “—” should be used after the second reference.
- Where there is more than one reference from the same author(s) in the same year, reference should be identified by suffix letters e.g. (Schumpeter, 1934a)

⑥ Citing in the text

- References should be cited in the text either in brackets, e.g. *Earlier studies (Schumpeter, 1934)*

showed...

or using the name as part of a sentence, e.g. *Schumpeter (1934) states...*

- For two authors the format is: (Emerson and Twersky, 1996).
 - For three authors: (Dees, Emerson, and Economy, 2001).
 - For four or more authors: (Gordon et al., 2000).
 - Groups of references should be listed first alphabetically and then chronologically, e.g. (James, 1987; 1999; Salamon, 1997; Scotchmaer and Benschoten, 1999).
 - For Quoted material a page number is required, e.g. (Schumpeter, 1934, P.22).
 - Personal communications – e-mails, conversations, letters – should not be in the reference list, but may be mentioned in the text, e.g. (interview with the John Bird, The Big Issue Company Limited, 12 November 2008).
- ⑦ Citation of the data on websites
- In case of citation of the data on websites, you may need pre-approval. Please receive all the necessary approval on your own responsibility.
- ⑧ Citation of the photos
- As for photo(s), different entities may have copyright(s), publicity right(s), and ownership. If you use photo(s) in your paper, you need to obtain permissions by each entity on your own responsibility.