

Japan Forum of Business and Society  
**JFBS Annals**  
**Author Guidelines**

**I . Submission Requirements**

- (1) Papers for submission must be previously unpublished.
- (2) Schedule

Deadline of Submission	Throughout a whole year. Please send a formatted in MS word file electronically to <a href="mailto:info@j-fbs.jp">info@j-fbs.jp</a>
Result Notification	The JFBS editorial committee reviews manuscripts submitted by February 15. Result notification is aimed to be sent to the author(s) around the end of March.
Final Submission	Author(s) need to modify the manuscript based on the comments and re-submit by the end of May.
Publication of JFBS Annals	September

- (3) Paper Preparation

Language: All papers are to be submitted in single column format and written in UK English.

Academic Papers (An academic paper refers to a fully developed manuscript on a scholarly topic.)	<b>within 8,000 words</b>	Both empirical and theoretical research can be submitted. 1) Empirical research: the paper should include at least the following elements in this order: research questions, literature review, hypotheses, methodologies for hypothesis testing, results, discussions, and conclusions. 2) Theoretical papers: the paper should approach specific theoretical questions by reviewing, examining, and discussing extant literature in a comprehensive and holistic manners to introduce a new theory or hypothesis.
Research Note (A research note is a document which is not a fully developed academic paper but contributes to the future research.)	<b>within 6,000 words</b>	The topics of research notes include, but not limited to, an introduction of an on-going research, a proposal of new research methodologies, an introduction of new data sources, or a proposal of new research directions or areas based on the review of extant literature.
3. Case studies/ Commentaries (A case study refers to a descriptive and analytical account of activities by organizations such as commercial firms, NPOs and NGOs. A commentary refers to a document which explains specific governmental policies or an institutional environment of a society in general.)	<b>within 4,000 words</b>	In case of case studies, it is not sufficient to simply describe activities on a factual basis, but it is essential 1) to examine with careful consideration and analyze them for further implications in business and academic societies, and/or 2) to show how those activities raise new questions to business and academic societies.

The text should include the following:

- Title (should be as short as possible)
- abstract (100 to 150 words)
- keywords (10 words or phrases)
- text

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- references and endnotes
- photos, tables and figures (200-380 words for each figure/table. For more details, please refer to (6) of this Guidelines.)

A cover letter should include the following:

- the title of the paper
- author(s)' name(s) and contact information including affiliations, postal address/email address and so on
- an abstract
- keywords

\*Please note that the submitted paper does not include author(s)' name(s) and author(s)' biographical notes or any acknowledgements.

(4) Proofreading: Please make sure that your submitted paper is proofread and spellchecked prior to publication. The paper will be considered to be the definitive version.

(5) Contact Information

Japan Forum of Business and Society (JFBS)

Secretariat

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## II. Guidelines

### (1) Typescript Preparation

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). ...

\*Do not use an automatic numbering so that publishers can easily adjust the line spacing while editing.

### (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.
- Figures and tables should be placed at the end of the paper with specifying where to insert in the main body.

### (4) Endnotes

Notes should be placed at the end of the main body of the text. Then, your reference list is followed by in 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 1<sup>st</sup> 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) Photos, Tables and Figures

Place a caption above each photo, figure and table, and indicate the source below each photo, figure and table. Number them consecutively (one series for tables, one for figures) from the beginning to the end of the manuscript.

Place photos, tables and figures at the end of the manuscript indicating where those are inserted in the text.

They are converted as follows:

- The 1/4 size of the A4 page: 200 words
- The 1/2 size of the A4 page: 380 words

## (7) Research Ethics

Careful attention must be paid to research ethics.

### ① 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).

### ② 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.

### ③ 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.

### ④ Others

In addition to the above, researchers need to aware following points not to violate research ethics.

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<p>Objects to be protected:</p> <ul style="list-style-type: none"><li>• Protection of human rights and privacy</li><li>• Informed Consent</li><li>• Protection of personal information</li><li>• Compliance with laws and regulations related to safety</li></ul>	<p>Research Misconduct to be prevented:</p> <ul style="list-style-type: none"><li>• Fabrication</li><li>• Falsification</li><li>• Improper authorship</li><li>• Duplicate posting, duplicate publication</li><li>• Inappropriate use of research funds</li></ul>
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(The above table was developed based on the textbook on research ethics; Japan Society for the Promotion of Science (2016) *For the Sound Development of Science - The Attitude of a Conscientious Scientist*)