

## **SUBMISSION AND GUIDELINES**

### **Submission**

Papers published in the IABPAD refereed journals are based on a double-blind peer-review process. Articles will be checked for originality using “Unicheck” plagiarism detection service. (<https://unicheck.com/>).

To submit a paper for journal publication, email it as an attachment to the Editor at: [academy@iabpadacademy.com](mailto:academy@iabpadacademy.com)

Acceptance of a paper for publication is based on the recommendations of two anonymous reviewers. Author(s) of an accepted paper will be required to sign a copyright agreement.

If a paper is accepted for publication, the corresponding author will pay a processing fee of \$25 and a handling fee of \$15 per page. Also, there is a \$30 fee per journal copy per co-author. Each author will receive a copy of the journal.

The IABPAD Journals have been issued ISSN numbers by the Library of Congress. The journals are indexed in the world wide databases of EBSCO publishing Inc. and Gale Cengage Learning.

## **JOURNAL GUIDELINES FOR AUTHORS**

### ***Manuscript Submission and Length:***

Final version of a paper for the journal should be between 10 and 30 pages in length, single-spaced. Initial and final submission of papers is electronically to: [iabpad.journals@suddenlinkmail.com](mailto:iabpad.journals@suddenlinkmail.com) By submitting a paper, the submitting author is certifying that the work is original, is not being considered for publication elsewhere, has not been accepted for publication or previously published, and is not copyrighted.

### ***First Page:***

The title of all papers should be centered, not to exceed three lines, and typed in caps on the first page, and without acronyms. The title should be 16-point font, Times New Roman. The authors' names followed by affiliations of authors should be centered, single-spaced, and typed at the beginning of the second line below the title. Use 12-point font.

### ***Abstract:***

The abstract heading should appear two line spaces below the authors' names and affiliations, centered, capitalized, and italicized in 12-point font. The abstract text for a paper should appear one-line space below the abstract heading, indented 0.5 from the left and right margins. It should be italicized in a 10-point font, Times New Roman, and should not exceed 200 words.

### ***Paper Typing:***

- All papers must be typed in Microsoft Word using Times New Roman and a 12-point font.
- All papers must be typed, single-spaced, on regular 8.5”x11” paper, and fully justified.
- Margins should be set to 1-inch top, bottom, left, and right.
- Page number should be centered at the bottom of each page.
- No headers and footers.
- Use italics in place of underlines.
- Indent all paragraphs ½ inch and do not skip lines between paragraphs.
- All major headings should be bold, centered, capitalized, set to 12-point font, and with one space around heading.
- All sub-headings should be bold, left justified with an initial capital for each word (Title case), set to 12-point font. Leave one line space above and below each sub-heading.
- About the author(s), a short biography (not to exceed 7 lines) for each author should be placed at the end of the reference.
- Appendices should be placed at the end of the manuscript.

### ***Tables and Figures:***

All tables and figures should be typed in Microsoft Word and incorporated into the body of the text within the margins. They should be placed as close as possible to the location in the text where they are first cited. For each table or figure, center the word “Table” or “Figure” with a number (e.g., 1, 2, etc.) above the table or figure. The identification labels (the titles) of tables and figures) should be above “Table” or “Figure”, centered, typed in initial cap for each word (Title case). Each table or figure and their identification labels (titles) should be bold.

### ***Math and Equations:***

Use words in regular text, not math. For example, “we surveyed one-hundred (100) managers instead of “we surveyed 100 managers”. Use the word “chi-square” to evaluate coefficients. Do not use “X 2 ”. Authors can report statistical results using symbols in parentheses. Authors should also display and number the used equations only. Equation numbers should be between parentheses and flushed with the right margin.

### ***Footnotes and End notes:***

Do not use any footnotes or endnotes.

### ***Reference Format in the List of References:***

- References should be placed at the end of the manuscript and should include only those actually cited in the text.
- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin.
- The style guidelines for references must follow the publications manual of the American Psychological Association (APA). Titles of journals or books will be italicized instead of

underlined. There should be no blank lines between consecutive references. Below are examples.

***Journal Articles:***

***Single Author***

Finkelstein, S. (1992). Power in top management teams: Dimensions, measurement, and validation. *Academy of Management Journal*, 3, 505-538.

***Two Authors***

Feldman, M.S., & March, J.G. (1981). Information in organizations as a signal and symbol. *Administrative Science Quarterly*, 26 (5), 171-186.

***Three Authors***

Kernis, M.H., Cornell, D. P., & Sun, C.R., (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

***Four or More Authors***

Kernis, M.H., Cornell, D. P., Sun, C.R., Berry, A., & Harlow, T., (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Note: If the above reference (four and more authors) is in the text of the manuscript, **it will be:**

Kernis, M.H. et al, (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

***Book:***

Cyert, R.M., & March, J.G. (1963). *A behavior theory of the firm*. Englewood Cliffs, NJ: Prentice-Hall.

***Chapter in Book:***

Bayoumi, T., & Barry, E. (1997). Is regionalism simply a diversion? Evidence from the evaluations of the EC and EFTA. In T. Ito (Ed.), *Regionalism versus multilateral trade arrangement* (pp. 239-249). Chicago, IL: University of Chicago Press.

***Editors for A Book:***

Letheridge, S., & Cannon, C.R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*, New York: Praeger.

***Internet Articles or Abstracts Based on a Print Source:***

Smith, R. (1998). TQM in Australian manufacturing business [Electronic version]/Quality Journal, 5, 117-123.

***Articles or Abstracts in an Internet-only Journal:***

Frederickson, B.L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article (or Abstract) 0001a. Retrieved November 20, 2000 from <http://www.preventiontreatment.com/Frederickson.html>.

***Report from an Organization on Its Web Site:***

Canarie, Inc. (1997, September 27 or n.d. if no date is available). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.canada.org/iway.html>.

**APA Citation Guide**

In order to access the APA citation guide, please visit this link: <http://www.bibme.org/citation-guide/apa>

**AUTHORS' GUIDELINES FOR *EMPIRICAL* STUDIES**

1. Research Originality: Is this research study original?
2. Title: Is the title of this study specific, clear, and concise? Does this title capture the *essence* of the study? *Avoid broad titles* and *avoid* the use of *acronyms* in study title. All titles should NOT exceed *two to three lines*.
3. Abstract: Does the abstract accurately *reflect* what this study is about? Does this *abstract* include the study *objective* or *objectives*? Does this *abstract* include *brief results*?
4. Keywords: Are the most *important words* in *this study* included in the *keywords*?
5. Introduction: Does this *introduction* establish the *scope* and *context* of *this study*? Does it identify the study *objective* or *objectives*? Does this *introduction* end with what the study is about, as it was described in the abstract, but *without* the *brief results*? Does this study *contribute* to the knowledge in the field?

6. Literature Review: Does this section include *previous* and *recent* studies *relevant* to this study? If this section includes several *subtitles*, use the title “Background of This Study”.

- *The Verb Tense*: The *past tense* or *past perfect tense* is appropriate for *previous studies*, and the *present tense* or *present perfect tense* is appropriate for *recent and current studies*.

7. Hypotheses: Are the *research questions* and/or *hypotheses* formulated properly, based on the study objectives and the literature review under a separate section titled “HYPOTHESES”? Sometimes, *hypotheses* appear under sections of the *literature review*.

8. Methodology: This section should have a main title “METHODOLOGY.”

a. If the study is *using “secondary data*, this part should include the following *subtitles*:

1. Sample and Data Collection: How was the *sample selected*? What is the *initial* and the *final* sample size? How were *data* collected? What are the *sources* of the used data?
2. Measurement of variables: Describe the measurement of the used variables in this study.
3. Data analysis: What is the used *statistical tool*? Describe the *data analysis*.

b. If the study is using “primary data, this part should include the following *subtitles*:

1. Survey Questionnaire, Interviews, or Observation, etc.: Describe how was the *used instrument* selected or developed? Is the used *tool valid and reliable*?
2. Survey scale: Is the *scale* of the used *survey* clear for participants (e.g., Likert scale, etc.)?
3. Sample and Data Collection: Describe how the *sample* was *selected*. What is the *initial* and the *final* sample size? How were *data* collected?
4. Measurement of variables: Describe the *measurement* of variables used in the study.
5. Data analysis: What were the *statistical tools used*? Describe the *data analysis*?

9. Results or Findings of Study: This section could include two parts:

- a. Descriptive Statistics: Under this *subtitle*, talk about the *descriptive statistics* such as demographic and organizational variables, correlation matrices, etc. Is there a *table* or a figure showing the *relevant numbers*?

b. Hypotheses Testing: *Use the developed hypotheses and data analysis shown in tables to find out if the hypotheses are accepted or rejected based on evidence. Put data analysis in a narrative over and below the titled tables.*

10. Results Discussion: Are study *results* or *findings* being discussed in this section?

11. Conclusion: (a) If this section is “brief and short” the title remains as “CONCLUSION,” (b) *If this section is long*, the title may be “Concluding Remarks”.

12. Study Limitation(s): Authors should provide *brief limitations* under this main title.

13. Recommendation(s) for Future Research: Most studies require “*suggested recommendations*” for future research?

14. References: The *list* of references should include only the references in the text. Follow the *American Psychological Association* (APA) for formatting references in the *text* and *list*. The list of references should *NOT* be *very short* or *very long*.

15. Acronyms: All acronyms must be spelled out for the first time and put between two brackets. Then, use the acronyms across the entire study. If the *acronym* is used *only once*, use the *spelled-out words* ONLY.

16. Formatting: The research study and *both references* in the text and the *list* of references must be formatted according to the guidelines of the perspective journal. These “guidelines” are posted on the IABPAD website ([www.iabpad.com](http://www.iabpad.com)) under the title “Submission & Guidelines.”

17. Others:

- Editing: Right *spelling*, *punctuation*, and *grammar* are the responsibility of authors.
- Footnotes: Delete all *footnotes* and incorporate their *material* in the text, and put *references* in the *list of references*
- Restrictions: The *printing company* requires the *release* of *all* restrictions in any part of the paper, especially figures, tables, formulas, etc.

## AUTHORS' GUIDELINES FOR *THEORETICAL* STUDIES

1. Research Originality Is this research study original
2. Title: Is the title of this study specific, clear, and concise? Does this title capture the *essence* of the study? *Avoid broad titles* and *avoid* the use of *acronyms* in study title. All titles should NOT exceed *two to three lines*.
3. Abstract: Does the abstract accurately *reflect* what this study is about? Does this *abstract* include the study *objective* or *objectives*?
4. Keywords: Are the most *important words* in the study included in the *keywords*?
5. Introduction: Does this introduction establish the *scope* and *context* of the study? Does it identify the study *objective* or *objectives*? Does this *introduction* end with what the study is about, as it was *described* in the *abstract*? Does this study *contribute* to the knowledge in the field?
6. Literature Review: Does this section include *previous* and *recent* studies *relevant* to this study? If this section includes several *subtitles*, use the title "Background of This Study".
  - *The Verb Tense*: The *past tense* or *past perfect tense* is appropriate for *previous studies*. The *present* or *present perfect tense* is appropriate for *recent and current studies*.
7. Discussion of Suggestions and/or Strategies: Were suggestions or strategies discussed to solve problem(s), and/or objective(s) in this study?
8. Implications: Authors may suggest study implication (*If the study requires*).
9. Conclusion: (a) If this section is "*brief and short*" the title remains as "Conclusion," (b) *If this section is long*, the title may be "Concluding Remarks".
10. Recommendations for Future Research: Authors may suggest certain recommendations for future research (*If the study requires*).

11. Soundness of Language & Style: Are the English language and the style adequate and without *mistakes* in grammar, spelling, and punctuation?

12. References: The *list* of references should include only the references in the text. Follow the *American Psychological Association* (APA) for formatting references in the *text* and *list*. The list of references should *NOT* be very *short* or very long.

13. Acronyms: All acronyms must be spelled out for the first time and put between two brackets. Then, use the acronyms across the entire study. If the *acronym* is used *only once*, use the *spelled-out words* ONLY.

14. Formatting: The research study and *both references* in the text and the *list* of references must be formatted according to the guidelines of the perspective journal. These “guidelines” are posted on the IABPAD website ([www.iabpad.com](http://www.iabpad.com)) under the title “Submission & Guidelines.”

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- Restrictions: The *printing company* requires the *release* of *all* restrictions in any part of the paper, especially figures, tables, formulas, etc.