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Manuscript Submission Guidelines for AJBR and AJES**

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- **Length:** The maximum length for manuscripts is 8000 words in a one-column format, justified (8000 words include Abstract, key words, all figures, tables, references, appendices etc.)
- **Title Page includes the Manuscript title and Affiliations:** The title of your paper should be bold type, all caps, single-spaced, and centered across the top of the page with at least a one and one-half inch margin on the left and right. The author(s), affiliation(s), complete address (es), email address (es), and telephone number(s) should be single-spaced and centered on the second line below the title. Please do not use titles such as Dr., Professor, etc.
- **Anonymous main paper:** starts with the **manuscript title**, followed by an **Abstract** of maximum 350 words. Abstract **MUST** include **Purpose, Design/methodology/approach, Findings, and Originality/value** of the manuscript AmHighEd allows abstracts up to 350 words. This varies from APA style, which limits words in abstracts (p.27). You **MUST** include up to six **keywords** below your abstract
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- **Paragraphs:** New paragraphs are to be separated by a single space, not indentations.
- **Style:** Style should follow the American Psychological Association (APA) guidelines, especially **headings and referencing** (An abridged version of APA Guidelines is available at journal site)



with some AmHighEd exceptions listed in this document. Do not use word Bibliography for your references. Use **References**. Do not use the header with running title.

- **Section Separations (headings):** The word 'abstract' is to be bold and in all caps; the rest of the sections (i.e., introduction, literature review, methodology, etc) are to be bold with only the first letter capitalized; do not number sections. All sections headings should be left justified. Headings must be short.
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- **Footnotes and Endnotes:** The use of footnotes and endnotes is greatly discouraged. Note that APA style suggests that footnotes should rarely be used and are not recommended. Footnotes should only be used to amplify the text and convey one idea (p.37).
- **Equations:** All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$P1 = f(Y1) (1)$$



- **Appendices:** Appendices should immediately follow the body of the paper (using the first-level heading "Appendix") and precede the references. If there is more than one appendix, number each one consecutively.
- **Language:** Your file may contain traditional English or Greek characters. It should not contain any other language characters.
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All authors should be listed in the manuscript. For the purposes of blind review, **author details must be listed on the title page only** and the authors should not be identified anywhere else in the article.

- **References:** AmHighEd allows citations in the reference list to be single-spaced. This varies from the *APA Manual*, which calls for citations to be double-spaced (p.37).

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Manuscript Guidelines and Editorial Comments *American Journal of Business Research & American Journal of Educational Studies*

Based on the recommendations of the reviewers, the Editors decides whether the paper should be accepted as it stands, accepted subject to minor revisions, resubmitted for review after major revisions, or rejected.

If the paper requires major revision, the same reviewers will normally be used to review the revised paper.

For all the accepted papers, the author (s) sign a transfer of copyright agreement and will share the publishing cost (currently \$200) before the paper is sent to the publisher.

All final submissions should be sent to the editors at:

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