



# Australasian Journal of Business, Social Science and Information Technology (AJBSSIT)

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## **Author Guidelines**

Australasian Journal of Business, Social Science and Information Technology (AJBSSIT) is devoted to publish original, rigorous, well-done empirical research (both quantitative and non-quantitative) as well as theoretical/conceptual research papers having potential for field applications and in-depth literature reviews. Articles focusing on theory building or testing based on empirical research with strong managerial focus are especially encouraged. The papers submitted to this journal should have significant implications for academics and practitioners in real world situations.

### **A manuscript submitted to this journal must comply with the following guidelines:**

1. All manuscripts should be written in Australian English and have a word limit of 6,500 words, excluding references, tables and figures or having a page limit of 30 pages including references, tables and figures. However, a longer manuscript may be considered in some occasions.
2. Submissions should be made in the MS Word format. No pdf files will be accepted.
3. Manuscript must be written in A4 paper size (21cm × 29.7 cm or 11 inch × 8.5 inch).
4. There should be a 2.54 cm (or 1 inch) margin in all pages throughout the manuscript. This automatic margin should be pre-set and must be strictly adhered to for all texts, headings, tables and figures.
5. Line spacing throughout the manuscript should be double-spaced (including references). The font 'Times New Roman' should be used throughout the manuscript.
6. For the blind review process, no authors name should be shown anywhere in the manuscript. The author should also remove the author's name from file properties and record the author name as 'author'. While naming the file the authors should also avoid their names.

7. No header or footer should be included in the manuscript. The manuscript should be page numbered in footer on the middle of the page in Times New Roman with a font size 12.
8. All submissions should be accompanied by a title page showing author(s) name(s), designation(s)/current position(s), institutional affiliation(s), email addresses(s) and other contact detail(s) of all the authors at the bottom of the title page. Identify the corresponding author with an asterisk.
9. All submissions should also be accompanied by a manuscript checklist form.
10. The title of the paper should be shown both on the 'Title Page' and on the original manuscript. The title of the paper should not be more than 15 words and it should be centred.
11. If the manuscript is produced based on research support (entirely or partially) from an external grant provider, it must be acknowledged on the title page in a footnote with an asterisk.
12. The abstract should not exceed 250 words (half page). There should be at least 6 keywords after the abstract for indexing purposes.
13. Manuscripts should be prepared in accordance with accepted protocols of academic writing. It should have a clear flow of ideas; the writing should be clear, coherent and concise. Avoid all jargon, acronyms, racist terminologies and emotional language. The manuscript should not contain any unlawful contents that may harm/pose a threat to the business, people and society.
14. Section and sub-sections are to be numbered sequentially, in bold type and aligned left.
15. The body part the contents should be justified, or aligned both sides.
16. There should be one blank space between each section and subsections.
17. There should not be any blank space between paragraphs of a section and subsections.
18. All figures, tables and charts are to be included in the correct place of the manuscript and not in a separate file or not at the end of the manuscript. Avoid the excessive use of tables and figures. Number all figures, tables and charts consecutively and give each a caption/title below for a figure and above for a table. Type any notes below the figures and tables. Your tables and figures should be your original contribution. Figures, tables or charts from any other publication will only be accepted if the publisher's permission is attached as separate file at the time of first submission of the article. **All tables should be editable in MS Word and no table should be placed in an image format.**

19. Figures, texts or tables are not to be coloured or shaded. Figures or tables should NOT break across two pages. No table should be provided in the introduction, in the conclusion or just after the conclusion. All tables should be fitted within the margin and titles of the tables should be centred.
20. If needed, end-notes can be included at the end of the manuscript just before the reference section. Do not use footnotes except acknowledgements in the title page.
21. References are to be provided at the end in alphabetical order and with 1cm hanging indent.
22. There is no submission fee to this journal. However, there is a minimum acceptance fee of US\$300 for all manuscripts accepted to this journal. This fee will cover managing the submission of your paper, setup costs, other "first-copy" costs of your paper; the cost of archiving your paper in the issue of the journal at the journal web-site; language editing and journal specific formatting of your paper. This fee will be waived only for solicited manuscripts.
23. **Please note the following for spelling and editing:**
  - a. Use the final "series comma" in lists of three or more items.
  - b. Use *italics* for emphasis, book and journal titles, and foreign words. Do not use underlining or bolding in the manuscript.
  - c. Do not use page, section, or endnote numbers that refer, within your article, to the article itself.
  - d. When there is any question as to capitalisation, do *not* capitalise words.
  - e. As stated in the *APA Publication Manual*, omit hyphens wherever possible.
  - f. Arabic words, which should be used sparingly, must be transliterated and italicised.
  - g. **Abbreviations:** AJBSSIT does not use any Latin abbreviations. Use English phrases instead of *i.e.*, *etc.*, and *e.g.*
  - h. **General matters of style:** AJBSSIT is read not only by scholars, but also by an educated but general audience. When technical or specialised terminology is necessary, explain it in the endnote. Wherever possible, use gender-inclusive language. Write in the active, not the passive voice. In longer articles, include headings and, if necessary, subheadings.
24. The AJBSSIT Editorial Office reserves the right to adjust the contents (by editing or otherwise altering all contributions) of a manuscript to follow the uniformity of its

25. publications. Authors will receive proofs for approval before publication. Please reply to this proof inquiry within 72 hours. If the editorial office does not hear from the author within this timeframe, the proof will be finalized.
26. The journal will follow the American Psychological Association (APA) style referencing and citation system. Please follow the guidelines below:

- a. Include an alphabetical list of references at the end of the paper.
- b. Please cross check the in-text citation with reference list to ensure that all sources cited are included in the reference list.
- c. For in-text citation, please use author's last name and the date of publication. For a single author, write (Jack, 2014) or Jack (2014) depending on your sentence. For example:

*Jack (2014) argues that authors should follow the 'author guidelines' of a journal.*

*Authors should follow the 'author guidelines' of a journal (Jack, 2014).*

For two authors, similar protocol will apply. For example:

*Jack and Jim (2014) argue that authors should follow the 'author guidelines' of a journal.*

*Authors should follow the 'author guidelines' of a journal (Jack and Jim, 2014).*

For more than two authors, please provide all authors detail for the first time and subsequently use et al. For example:

*Jack, Jim and Jill (2014) argue that authors should follow the 'author guidelines' of a journal.*

*It is to be noted that authors should follow the 'author guidelines' of a journal (Jack, Jim and Jill, 2014).*

*Jack et al (2014) maintain that if the authors do not follow the 'author guidelines' of a journal, the manuscript may be immediately rejected.*

- d. The following examples show the styles to be used in the list of references:
- e. The 'Reference List' contains **full information for every citation** in your paper. Place it after the text and before any appendices. Here is a brief example:

<p><b>Alphabetize by:</b></p> <p><b>Author's family name; use initial(s) of given name(s)</b></p> <p><b>First significant word of organization's title</b></p> <p><b>First significant word of title (if no author)</b></p>	<p>Mankiw, N. G. <i>Macroeconomics</i> (4th ed.). (2006). New York: Worth Publishers.</p> <p>Ministry of Foreign Affairs of Japan. (2004, March). <i>2003 Annual Evaluation Report on Japan's Economic Cooperation</i>. Retrieved September 21, 2006, from <a href="http://www.mofa.go.jp/policy/oda/evaluation/2003/">http://www.mofa.go.jp/policy/oda/evaluation/2003/</a></p> <p>Provincial Government Code. (1991). Retrieved August 23, 2006 from <a href="http://www.pgc.gov/Code.aspx#b2t1c2">http://www.pgc.gov/Code.aspx#b2t1c2</a></p> <p>West, G., Leiderman, L., &amp; Reinhart, C. (1996). Inflows of capital to developing countries in the 1990s. <i>Journal of Economic Perspectives</i>, 10, 123-139.</p> <p>↑</p> <p><b>Use hanging indentation.</b></p>	<p><b>Do not number the list or subdivide it into sections (e.g., books, articles, websites).</b></p> <p><b>Multiple authors are listed in the order in which they appear on the publication.</b></p>
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- f. The following sections show how to write complete references for different types of works. Follow the **capitalisation style**, **italicisation**, and **punctuation** shown.

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## BOOKS

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<p>Authored book</p>	<p>Mankiw, N. G. (2006). <i>Macroeconomics</i> (4th ed.). New York: Worth Publishers.</p>
<p>Edited book (chapters are written by different authors)</p> <p><i>To cite one chapter, see book chapter below.</i></p>	<p>Migdal, J. S., Kohli, A., &amp; Shue, V. (Eds.). (1994). <i>State power and social forces: Domination and transformation in the Third World</i>. Cambridge: Cambridge University Press.</p>

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## ACADEMIC ARTICLES, PAPERS, and BOOK CHAPTERS

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<p>Journal article (print)</p>	<p>Calvo, G., Leiderman, L., &amp; Reinhart, C. (1996). Inflows of capital to developing countries in the 1990s. <i>Journal of Economic Perspectives</i>, 10, 123-139.</p>
<p>Journal article (online; electronic version of print source)</p>	<p>Shaw, A. (1999). The planning and development of New Bombay [Electronic version]. <i>Modern Asian Studies</i>, 33(4), 951-988.</p>
<p>Journal article (online; electronic only)</p>	<p>Chantavanich, S. (2003, October). Recent research on human trafficking. <i>Kyoto Review of Southeast Asia</i>, 4. Retrieved November 15, 2005, from <a href="http://kyotoreview.cseas.kyoto-u.ac.jp/issue/issue3/index.html">http://kyotoreview.cseas.kyoto-u.ac.jp/issue/issue3/index.html</a></p>

- Book chapter  
(in an edited book) Shue, V. (1994). State power and social organization in China. In J. S. Migdal, A. Kohli, & V. Shue (Eds.), *State power and social forces: Domination and Transformation in the Third World* (pp. 65-88). Cambridge: Cambridge University Press.
- Conference paper Pasadilla, G. O., & Milo, M. (2005, June 27). *Effect of liberalization on banking competition*. Paper presented at the conference on Policies to Strengthen Productivity in the Philippines, Manila, Philippines. Retrieved August 23, 2006, from <http://siteresources.worldbank.org/INTPHILIPPINES/Resources/Pasadilla.pdf>
- Encyclopedia entry  
(print, with author) Pittau, J. (1983). Meiji constitution. In *Kodansha encyclopedia of Japan* (Vol. 2, pp. 1-3). Tokyo: Kodansha.
- Encyclopedia entry  
(online, no author) Ethnology. (2005, July). In *The Columbia encyclopedia* (6th ed.). New York: Columbia University Press. Retrieved November 21, 2005, from <http://www.bartleby.com/65/et/ethnolog.html>
- NOTE: Wikipedia is not an academic source.**

## RESEARCH REPORTS and WORKING PAPERS

- Put series name and report number (if any) in parentheses immediately after the title and before the period.* Organization for Economic Co-operation and Development. (2001). *Trends in international migration: Continuous reporting system on migration* (Annual Report, 2001 edition). Retrieved October 24, 2005, from <http://www.oecd.org/dataoecd/23/41/2508596.pdf>
- Ministry of Foreign Affairs of Japan. (2004, March). *2003 Annual Evaluation Report on Japan's Economic Cooperation*. Retrieved September 21, 2006, from <http://www.mofa.go.jp/policy/oda/evaluation/2003/>
- Maki, D. (2005, October). *FDI flows to Asia* (IMF Working Paper 07/199). Washington, DC: IMF. Retrieved October 30, 2005, from <http://www.imf.org/external/pubs>
- Cowan, K., & Gregorio, J. D. (2005). *International borrowing, capital controls and the exchange rate: Lessons from Chile* (NBER Working Paper 11382). Retrieved January 30, 2006, from <http://www.nber.org/papers/w11382>

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## GOVERNMENT DOCUMENTS

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Executive directive	Executive Order 34/2006. (2006).
Legislation	Local Government Code of the Philippines. (1991). Retrieved August 23, 2006 from <a href="http://www.dilg.gov.ph/LocalGovernmentCode.aspx#b2t1c2">http://www.dilg.gov.ph/LocalGovernmentCode.aspx#b2t1c2</a>
Government publication	Royal Government of Bhutan. Department of Revenue and Customs. (1998). <i>Bhutan Tax Manual, 1998</i> . Thimphu: Royal Government of Bhutan.

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## NEWS and PRESS RELEASES

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Print	Harbinus, A. (2006, April 1-7). China's exchange rate: Gently towards the heavens. <i>The Economist</i> , p. 59-60.
Online	Stewart, I. (2004, December 18). Book fuels mistrust of meritocracy. <i>South China Morning Post</i> . Retrieved June 10, 2005, from <a href="http://www.singapore-window.org/sw00/001218sc.htm">http://www.singapore-window.org/sw00/001218sc.htm</a>
No author	Book fuels mistrust of meritocracy. <i>South China Morning Post</i> . (2004, December 18). <i>South China Morning Post</i> , p. A12.
Press release (online)	World Health Organization. (2005, October 21). Shelter and safe water remain a top priority in Pakistan. Retrieved November 4, 2005, from <a href="http://www.who.int/en/">http://www.who.int/en/</a>

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## OTHER SOURCES

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Published data	World Bank. (2002). <i>Governance indicators: 1996-2002</i> . Retrieved July 21, 2004, from <a href="http://www.worldbank.org/wbi/governance/govdata2002">http://www.worldbank.org/wbi/governance/govdata2002</a> Commission on Higher Education. (2004). <i>CHED Statistical Bulletin 2003-2004</i> . Retrieved May 27, 2006, from <a href="http://www.ched.gov.ph">http://www.ched.gov.ph</a> , updated September 30, 2005.
Unpublished data <i>If no title is given, describe the data in brackets.</i>	National Bureau of Statistics. (n.d.). [Yearly statistics]. Unpublished raw data. Retrieved July 23, 2006, from <a href="http://www.nbs.gov/stat">http://www.nbs.gov/stat</a>
Material from an organizational or institutional website	Bank for International Settlements. (n.d.). Banking services for central banks. Retrieved September 21, 2006, from <a href="http://www.bis.org/banking/index.htm">http://www.bis.org/banking/index.htm</a>
Stand-alone document (no author, no date)	<i>Consumer survey report</i> . (n.d.). Retrieved August 8, 2006, from <a href="http://www.cc.user_survey">http://www.cc.user_survey</a>

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## NON-ENGLISH WORKS

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Original title with your translation	Utomo, H. (2005, August 1). Pendidikan asar untuk rakyat miskin [Primary education for poor people]. <i>Kompas</i> , p. 34.
Translated title only	Utomo, H. (2005, August 1). Primary education for poor people (in Indonesian). <i>Kompas</i> , p. 34.

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### **This is the information to include in publication date for different types of work:**

Books, journals, and audiovisual media	(1998)
Monthly magazines and newspapers; meetings	(1993, June)
Daily and weekly magazines and newspapers	(1997, September 28)
Work accepted for publication, but not yet in print	(in press)
Work with no date available	(n.d.)