

Submission Rules

1. The journal of the Japan Academy of International Business Studies (JAIBS) is published twice a year, at the end of March and September. Individual members of the academy (members not affiliated with a corporation) are eligible to contribute manuscripts to the journal. Co-authored submissions are welcomed if the first author is a member of the academy. Submitted manuscripts are reviewed by anonymous referees selected by the editorial board. As a result of this review, the author(s) may be requested to revise or correct the text. Manuscripts will not be accepted if they have been previously published, have been submitted for publication elsewhere, or may be submitted for publication elsewhere in the future.
2. Two types of manuscripts can be submitted.
 - i) Article: An original dissertation on international business, written with the rigor and precision appropriate for an academic study, which presents a question of interest, study methods, analytical results, a theoretical discussion based on the same, and a clear conclusion. Any dissertation that has the potential to contribute to the development of academic research theoretically, empirically, or methodologically will be considered.
 - ii) Research Note: A paper that cites many previous studies and explains their achievements and weaknesses, or a report on the results of an original study or original case study that has recognized value as a material for further research on international business.

When submitting a paper, the author is asked to specify the type. Note that in some cases, the editorial board may ask an author to change a paper submitted as a dissertation into a research note, or vice versa.

3. As a general rule, an individual member may submit only one paper as a first author at one time. (One paper here corresponds to a single-authored article or research note or one co-authored dissertation or research note as a first author. No limit is placed on the number of papers submitted by a second author). The editorial board will not publish more than one article or research note in the name of the same first author in any single issue of the journal, in principle.
4. The copyrights to all of the articles and research notes published in the journal shall belong

to the academy, though authors will be permitted to reproduce their work, in principle, if they wish.

5. Contact– Submissions and inquiries should be sent to the following address:

Liaison Office, Japan Academy of International Business Studies,

3rd Floor, Tsukasa Building, 518 Waseda Tsurumaki-cho, Shinjuku-ku, Tokyo, Japan

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6. Deadlines for manuscript submission: twice a year, on March 31 and September 30.

Rules on Writing Manuscripts

1. Manuscripts should be submitted as Microsoft Word documents, either in Japanese or in English. (This writing rule is for English manuscripts. See [here](#) for Japanese manuscripts.) The text should be presented in horizontal lines on A4 size paper, in 11 point font (except for tables). All pages of the manuscript, excluding the cover page, should be numbered consecutively.
2. To submit a manuscript, upload the Word file to the designated URL and submit three hard copies by postal mail.
3. The manuscript must consist of a cover page, abstract, text (including tables and figures), notes, and references (in that order), with acknowledgments and brief author profiles attached as a separate sheet.
4. The cover page should include the following information:
 - (a) Title
 - (b) Author(s)'s name(s) and affiliation(s)
 - (c) Contact address, phone number and email address
 - (d) Five (5) keywords
5. All manuscripts should begin with an abstract (up to 350 words) on the second page. English-language manuscripts should be checked by a native speaker of English before submission.
6. The main text should start on page 3 and begin with a title. The name(s), affiliation(s), etc. of the author(s) should not be included. The complete manuscript starting from page 3, including the text, tables and figures, acknowledgments, notes, references, and author profiles, should be no more than 7,500 words.
7. Tables and figures should be embedded into the text with serial numbers and titles (e.g., Table 1, Table 2, Table 3, Figure 1, Figure 2, Figure 3···). The font used in tables must be 9-point or larger. (Titles should appear above tables and below figures.)
 - <Example: English> Figure 2 R&D Productivity
 - <Example: English> Table 5 U.S. Oil Price

8. Mathematical expressions and numerical values should be written using ordinary symbols, not special symbols. As a rule, mathematical expressions and the like should be presented using the usual conventions applied in general professional journals.
9. Any general comments, advisory comments, acknowledgments of research funding, or other notes that are deemed to apply to the whole of the paper but to be inappropriate as afternotes should be submitted in an attachment. These will be inserted between the text and endnotes as acknowledgements marked with asterisks (*) in the published paper.
10. Pay careful attention to the wording in reference citations in the text. Do not use such expressions as "my manuscript," cite unpublished work of your own, or cite other papers from which the names of the author(s) can be inferred.
11. Notes should be provided as endnotes and numbered consecutively in Arabic numerals throughout the text. The use of notes must be kept to a minimum.
12. Citations and references provided must conform with the following guidelines. Papers that stray from the required formatting may be rejected.
 - 1) A list of citations and references should be provided at the end of the text in alphabetical order based on the names of the first authors. Referenced works in any language should be presented using the conventions used for literature in English. If the same author has published more than one referenced paper (article, production or any other written work) in the same year, alphabetize the year as follows: "2000 a," "2000 b."
 - 2) Reference citations within the main text should appear as follows.
 - (a) "Asakawa (2002)," "Kagono, Nonaka, Sakakibara & Okumura (1983)," or "Hamel, Doz & Prahalad (1989)."
 - (b) For papers with two authors, cite them uniformly as follows throughout the entire text: "Enatsu & Sudo (1999)."
 - (c) For papers with three or more authors, use "et al." in the second and subsequent citations: "Kagono et al. (1983)."
 - (d) When placing citations in parentheses: "...has already been discussed (Asakawa, 2002; Bartlett & Ghoshal, 1989; Hamel, Doz & Prahalad, 1989)."

3) The reference section at the end of the paper should appear as follows.

(a) Books

Bartlett, C., & Ghoshal, S. (1989). *Managing across borders: The transnational solution*. Boston, Harvard Business School Press

(b) Book chapters

Imai, K., Nonaka, I., & Takeuchi, H. (1985). Managing the new product development process: How Japanese companies learn and unlearn. In K. B. Clark, R. H. Hayes & C. Lorenz (eds.), *The uneasy alliance: Managing the productivity-technology dilemma* (pp. 337-375). Boston, Harvard Business School Press.

(c) Periodicals

Bartlett, C., & Ghoshal, S. (1986). Tap your subsidiaries for global reach. *Harvard Business Review*, 64(6), 87-94.

13. An author's profile should include the author's name, affiliation, field of specialty, and two major books or papers.

(Revised in December 2019)