

Writing Guidelines for Business & Accounting Review

Journal Editorial Committee

July 1st, 2009

(Partial amendment on September 29th, 2009)

(Partial amendment on April 28th, 2010)

(Partial amendment on March 16th, 2011)

(Partial amendment on April 4th, 2012)

I . Business & Accounting Review is an academic journal to support the research activities of the Association for the Study of Business and Accounting members, who are IBA Kyojyu (professor), Jyun Kyojyu (associate professor), Jyokyo (assistant professor), and Sennin Koshi (assistant professor). In principle, B & A is published twice a year. Copyright of the articles, including the right of public transmission, belongs to the Association for the Study of Business and Accounting, professional graduate school of Kwansei Gakuin University. The electronic version of the articles shall be open to the public in KGU repository.

II . Qualifications for submission

1. Qualifications are as below.

- (1) Qualification Category I : Kyojyu (professor), Jyun Kyojyu (associate professor), Jyokyo (assistant professor), and Sennin Koshi (assistant professor) of IBA
- (2) Qualification Category II : Ph.D. students of IBA
- (3) Qualification Category III: Others

2. Peer-review

- (1) In principle, articles from the authors in Qualification Category I shall be published without peer-review.
- (2) In principle, articles submitted by the authors in Qualification Category II and III shall be peer-reviewed. Journal Editorial Committee shall decide whether or not the article is accepted to be published in Business & Accounting Review, based on the peer-review reports submitted by the referees who are chosen by Journal Editorial Committee; however, the Committee shall decide which articles to be peer-reviewed.

III. Submission of manuscripts

1. Articles should be categorized in either of the following. The number of words should be limited as below.
Academic article, research note, book review, or translation between 5,000 - 10,000 words
2. Co-writing with outside-of-university persons is also accepted.
3. Document page setting should be B5 paper, Microsoft Word, text data, and TeX (mathematical formula) style.
4. Submit the electronic version of the article to IBA Library (ibalibrary@kwansei.ac.jp).
5. The maximum number of words per article is 10,000 words. Mathematical formulas, figures, tables, and notes should also be counted to fit in maximum number of words.
6. Write the abstract within 120 words in addition to the body text.
7. Article content should be organized using the following numbers.
 - I
 - II
 - 1
 - 2
 - (1)
 - (2)
 - (a)
 - (b)
8. Notes and references should be written after the body text collectively; however, there's no rule for citing the reference. It should comply with the rules of the academic society that the author belongs to.
9. Articles should be completed at the time of submission so that there will not be amendment or insertion at the time of proofreading. There shall be twice of proofreading for the articles submitted by the authors in Qualification Category I . There shall be one proofreading for the articles submitted by the authors in the Qualification Category II .
10. Authors should be responsible for proofreading the articles (including the author's name and the title of the content page). Editorial committee and administrative assistant are in charge of proofreading the cover, page number, author introduction, and publication data.

11. Submission deadline shall be as follows.

- In case the authors are in Qualification Category I : Kyojyu (professor), Jyun Kyojyu (associate professor), Jyokyo (assistant professor), and Sennin Koshi (assistant professor) of IBA:

Application deadline	Submission deadline	Publication
March 30 th	June 15 th	September 30 th
September 30 th	December 15 th	March 30 th

- In case the authors are in Qualification Category II : Ph.D. students of IBA,
or
Qualification Category III : Others:

Application deadline	Submission deadline	Publication
End of January	March 15 th	September 30 th
End of July	September 15 th	March 30 th

(From 2013)

- In case the authors are in Qualification Category I : Kyojyu (professor), Jyun Kyojyu (associate professor), Jyokyo (assistant professor), and Sennin Koshi (assistant professor) of IBA:

Application deadline	Submission deadline	Publication
June 30 th	September 15 th	December 30 th
December 30 th	March 15 th	June 30 th

- In case the authors are in Qualification Category II : Ph.D. students of IBA,
or
Qualification Category III : Others:

Application deadline	Submission deadline	Publication
End of April	June 15 th	December 30 th
October 30 th	December 15 th	June 30 th

[Where to Submit / Contact]

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