

# Submission Guidelines

## Instructions to authors

All submitted manuscripts should contain original research not previously published and not under consideration for publication elsewhere. Papers may come from any country but must be written in English. Electronic reprints of related published papers by the authors or manuscripts in press may also be helpful to the reviewers.

## How to submit

Authors are required to submit manuscripts via e-mail (submit[at]businesschemistry.org). We cannot consider hardcopy submissions for publication.

## Initial submission

Prepare the text in Microsoft Word or rtf-format. Submit the manuscript by sending us an e-mail to submit[at]businesschemistry.org and include the following information:

- Contact information of the submitting author
- Information about the authors (affiliation, postal address, e-mail address)
- Tables and graphics seperately in jpg-format (high quality) or Microsoft Excel

Additionally, please stick to the formal requirements presented below; especially concerning citation and graphics. Manuscripts disregarding the guidelines totally may be returned for revision prior to any reviewing activity.

## Organization of the manuscript

These guidelines for research papers are flexible, especially for case studies.

Manuscript is to be arranged in the following order:

1. Title, author(s), and complete name(s) of institution(s)
2. Abstract
3. Introduction
4. Methods
5. Results
6. Discussion
7. References

To structure your manuscript, please try to restrict yourself to a maximum of three levels of headlines.

## Title page

The title page has to contain the names of all authors and their complete mailing addresses with the corresponding author marked clearly. Please use an extra page for the title page.

## References and footnotes

Citations in the text contain only authors' names and date of publication [e.g. (Leker, 2001), (Bröring and Leker, 2006) or (Bröring et al., 2006) when three or more authors]. Full references have to be included at the end of the paper in alphabetical order using the following style:

### Monographs:

[name of author], [first letter of first name] ([year of publication]): [title], [edition], [publisher], [place], [pages].

Cooper, R. G., Edgett, S. J., Kleinschmidt, E. J. (2001): *Portfolio Management for New Products*, 2nd ed., Perseus Publishing, Cambridge, p.9-13.

### Book chapters:

[name of author], [first letter of first name] ([year of publication]): [title], in: [name of editor], [first letter of editor's first name] (ed.), [title of complete work], [publisher], [place], [pages].

Leker, J. (2001): Strategie: Grundlagen und Anwendung, in: Festel, G., Hassan, A., Leker, J., Bamelis, P. (ed.), *Betriebswirtschaftslehre für Chemiker: Eine Praxisorientierte Einführung*, Springer, Berlin, p. 74-88.

### Journal papers:

[name of author], [first letter of first name] ([year of publication]): [title], [journal], [volume] ([issue]), [pages].

Bröring, S., Leker, J., Rümer, S. (2006): Radical or Not-Assessing Innovation in Established Firms, *International Journal of Product Development*, 3 (2), p. 152-166.

### Online sources:

[name of author], [first letter of first name] ([year of publication]): [title], available at [address of website], accessed [date of last retrieval].

McGill, M. (2005): *Biotechnology company goes public*, available at [http://www.online-newscenter.com/biotech\\_comp\\_goes\\_public.html](http://www.online-newscenter.com/biotech_comp_goes_public.html), accessed 16 June 2008.

Journal names may be abbreviated according to Chemical Abstracts. Authors are fully responsible for the accuracy of the references.

## Tables and figures

Tables must have titles and sufficient empirical detail in a legend immediately following the title to be understandable without reference to the text. Each column in a table must have a heading, and abbreviations, when necessary, should be defined in the legend. Please number the tables.

Figures should have titles and explanatory legends containing sufficient detail to make the figure easily understood. Appropriately sized numbers, letters, and symbols should be used. The abscissa and ordinate should be clearly labeled with appropriately sized type.

## Revision

Revise text in Microsoft Word 97 or a later version. Revise graphics at publication quality resolution. You may submit the revised manuscript as a single Microsoft Word document. Please send the revised manuscript via e-mail to the Editor who contacted you.

### **You will need:**

- Submission number
- A cover letter with information for the Executive Editor and responses to raised concerns
- Revised Manuscript

## Publication

The Executive Editor responsible for your submission might ask you to change the format of your files in order to publish it. If the manuscript does not fulfill the formal requirements, the paper might be denied publication.

Errors in a published paper will be corrected in the Journal of Business Administration in "Additions and Corrections".