

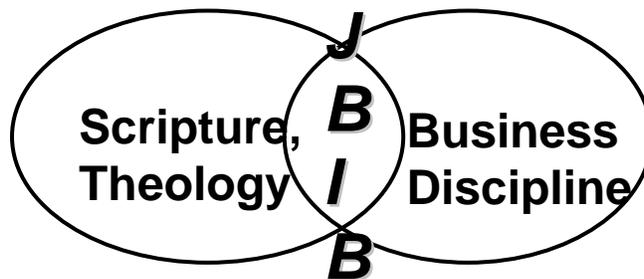
JOURNAL OF BIBLICAL INTEGRATION IN BUSINESS INFORMATION FOR CONTRIBUTORS

PURPOSE OF THE JOURNAL

The mission of the *Journal of Biblical Integration in Business (JBIB)* is to publish theoretical and empirical papers that integrate biblical principles and truths into the business disciplines. The journal is a broad-based, double-blind peer review forum that aims to publish manuscripts that add to the body of knowledge. Such manuscripts will be:

- Scholarly in design, tone, and depth, reflecting accurately the literature in the business discipline concerned.
- Directly related to biblical presuppositions, passages and perspectives throughout the paper.

Domain of the JBIB



The *JBIB* is open to many topics and approaches. The field of biblical integration in business is relatively young and much creative work remains, both in theory development and theory testing. Electronic copies of past issues can be accessed at www.cbfa.org.

The aim of the editorial team is to support scholarship and professional growth among Christian business academics. We see ourselves as being in partnership with authors, and take joy in working with them to develop manuscripts of the highest quality. The spiritual and professional calling of faith-business integration is enhanced to the degree that we are inventive creators and effective carriers of ideas.

MANUSCRIPT GUIDELINES

Content and Length of Articles.

Focus. Articles in the *Journal of Biblical Integration in Business (JBIB)* focus on the integration of biblical perspectives and passages with the academic disciplines of business and economics. Biblical citations and discussion is a prominent part of each article. The editorial process includes a close examination of biblical passages used, with proper regard for exegetical and hermeneutic principles.

The editorial process also examines whether the manuscript is appropriately grounded in the existing literature in the business discipline. An author must correctly understand previous academic work in the area under discussion and how his or her idea links to that literature. Appropriate citations and bibliography are important.

Links to previous JBIB discussions. In the article, please state how your paper advances the ongoing debates in the *Journal of Biblical Integration in Business* or whether it begins a new discussion. What will the reader learn from this article that he or she did not, or could not, have known before? Please also state this in the cover letter.

Audience. The primary audience of the *JBIB* is Christian professors who teach business at colleges and universities. However the *JBIB* is increasingly being read by those outside the academic arena. Therefore, the author should maintain a writing style accessible to a variety of disciplines and practitioners. This means that technical terms should be explained and that business-oriented examples should be developed. The intent is to avoid jargon and “academic-speak” and communicate clearly across boundaries of disciplines and vocations.

Content. The *JBIB* publishes both empirical and theoretical articles.

Length. Feature articles tend to be about 7,000 words, excluding references, figures and tables. Manuscripts of greater or lesser length will also be considered if the value of the paper merits it. Submissions to the Insights section are generally between 1,500 - 3,000 words.

Past Issues. Those considering submitting to the *JBIB* can review past issues to determine content, length and other standards implicit in articles accepted for publication. Electronic copies of past issues can be accessed at www.cbfa.org.

Style Instructions:

When submitting articles, please use the following guidelines:

1. Articles in the *JBIB* should follow American Psychological Association (APA) style. For example, articles should be written using textual citations rather than footnotes. Authors can refer to the *Publication Manual of the American Psychological Association* for any questions regarding this style.
2. Manuscripts should include a cover page with the title, authors, their affiliations, and contact information. An author’s name should not appear in the body of the paper or in the headings or footers. The first page of the paper should include the paper title, followed by an abstract of not more than 150 words, and then followed by the first section titled “INTRODUCTION.”
3. Up to three levels of bolded section headings are allowed: LEVEL ONE IS CENTERED AND ALL CAPS. Level Two is Left Justified With The First Letter of Each Word Capitalized. Level three is *Italicized and at the beginning of the paragraph.*

4. Tables and figures should be numbered, starting with 1. Note in the body of the paper approximately where tables or figures should be placed using double lines with “insert Table 1 here” between the double lines. Place any tables, figures, and appendices after the reference section. Tables and figures should be in portrait orientation with 1 inch margins on all sides.

5. Use endnotes, not footnotes, and avoid excessive use of endnotes. The endnotes section should appear at the end of the paper but before the references section.

CONTENT EXAMPLE: QUESTIONS ASKED BY THE REVIEWERS

- **Introduction.**
 - Is there a clear statement of the paper’s thesis, with a solid motivation behind it?
 - Is the thesis clearly integrated? Are biblical perspectives a major part of the paper?
 - Is the thesis interesting to the CBFA community?
 - Does the thesis extend the discussions in the *JBIB*? How?
 - What will a reader learn from this article that he or she could not have known before?
 - After reading the introduction, did you find yourself motivated to read further?

- **Theory.**
 - Does the paper do a good job of developing the theory behind the thesis?
 - Are the core concepts in the paper clearly defined?
 - Is the theoretical framework based appropriately in the discipline-specific literature, both in breadth and depth? Are critical references missing? *The need for more saturation in the literature is possibly the most frequently noted weakness of JBIB submissions.*
 - Do the hypotheses or propositions flow logically from the theory?

- **Integration.**
 - Does the author base the integration directly in the Bible not only in “faith language”?
 - Is the biblical integration “denominationally neutral” in the sense that particular denominational viewpoints are not insisted upon?
 - Does the author base integration on “the whole council of God” rather than proof texts?
 - Is the context of the biblical passages the author uses handled appropriately?

- **Methodology (for empirical papers).**
 - Are the variables and sample appropriate for the hypotheses?
 - Does the study have internal and external validity?
 - Are the analytical techniques appropriate for the theory and research questions? Were they applied appropriately?
 - Are the results reported in an understandable way?
 - Are there alternative explanations for the results, and if so, are these adequately discussed?

▪ **Contribution.**

- Does the manuscript make a value-added contribution to the integration literature?
- Did the author provide at least one testable hypothesis or principle?
- Does the manuscript avoid both stridency and simplicity in its treatment of the theme?
- Does the submission stimulate thought or debate?
- Does the author discuss the implications for the CBFA community?

**POLICY REGARDING PREVIOUSLY PUBLISHED MATERIAL
(INCLUDING CBFA MEETING PRESENTATIONS)**

The *JBIB* does not publish manuscripts or book or media reviews that have been published in other journals, books, or magazines. The *JBIB* will consider manuscripts of papers presented at regional or national meetings, including those presented at the CBFA national conference. However, the *JBIB*'s standards for manuscript acceptance may be different from those of conferences. Frequently, authors use conferences as forums for early versions of papers.

It is the position of the *JBIB* that papers presented at meetings would normally be revised before submission to the *JBIB*. While it is not practical to quantify the degree of change, it is expected that the author(s) will document the changes made in the manuscript in a letter accompanying the manuscript. The *JBIB* reserves the right to not publish material that has been substantially published elsewhere.

The *JBIB* is a double blind, peer-reviewed academic journal, meaning that authors and reviewers are unknown to each other. Authors who submit manuscripts developed from conference presentations should recognize that they forfeit some of the "blindness" in the blind peer review process since such papers are often published in meeting proceedings.

SUBMISSION INSTRUCTIONS

Manuscripts should be submitted electronically as an email attachment in doc. or docx. format. If you are submitting to a special section, please specify the focus area of your manuscript in the cover letter. Email a file of your submission to:

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