

Introducing the *Christian Business Academy Review* (CBAR)

Presentation for the 25th Annual CBFA Conference
Point Loma Nazarene University
October 14, 2005

Names of Presenters: Kent Saunders, Editor of the CBAR
Tom Buckles, CBAR Board of Review member
Geoff Lantos, CBAR Board of Review member
Rick Martinez, CBAR Board of Review member
Steve VanderVeen, CBAR Board of Review member

Purpose: To introduce CBFA members to the CBFA's newest research journal, the *Christian Business Academy Review*, CBAR.

Presentation Outline

Introduction: Kent Saunders

Manuscript Guidelines (Attached)

What is the appropriate length?

What makes the journal Christian?

How many articles have been submitted?

Who are the Board of Review members? (Attached)

When will I get the Journal?

Review Experience and Ideas for Papers: Board of Review Members

Curriculum Development: Tom Buckles

Creative Instruction: Geoff Lantos

Research in Business Education: Steve VanderVeen

Professional Issues: Rick Martinez

Audience Ideas and Questions

Manuscript Guidelines
CHRISTIAN BUSINESS ACADEMY REVIEW **CBAR**

PURPOSE

The CBAR is a blind peer reviewed, spring publication of the Christian Business Faculty Association. The CBAR is devoted to promoting Christian business education through publication of faith-based articles that focus on **Research in Business Education** (original empirical studies and surveys dealing with the evaluation of teaching methods, learning attitudes and assessment techniques), **Creative Instruction** (cases, innovations in pedagogy, materials, and methods for teaching undergraduate and graduate business students), **Curriculum Development** (book reviews, ideas for and experience with the creation of new courses and programs of study) and **Professional Issues** (the role of business programs and faculty in assessment, accreditation, compensation, teaching loads, and professional development).

The CBAR aims to publish manuscripts which add to the body of knowledge. These manuscripts will represent both good scholarship and good pedagogical thinking. The authors must establish an academic context for their ideas. Authors should include a section with some discussion of other people's work in the area in order to place their efforts in the larger context of a growing pedagogical scholarship. The aim is to publish the combination of scholarly skills (literature reviews, informed thinking, building on previous research, etc.) and pedagogical exploration (new ways of teaching – or thinking about – the subjects and materials in which *CBAR* readers are most interested).

The Christian Business Academy Review is listed in the 10th edition of Cabell's Directory of Publishing Opportunities in Management.

STYLE INSTRUCTIONS

Readability and author anonymity is of primary importance for the review process. Submitted manuscripts should be double-spaced using an easily readable font such as Times New Roman 12. Manuscripts should include a cover page with title, authors, and their affiliations. Author(s) name should not appear in the body of the paper. The first page of the paper should include the paper title, followed by an abstract of not more than 100 words, and then followed by the first section titled "**INTRODUCTION**."

Up to three levels of section headings are allowed: level one (all caps), level two (left justified with first letter of each word capitalized), and level three (left justified with first letter of each word capitalized and all italicized). Tables and figures should be numbered starting with 1 (e.g., Table 1: Sample Demographic Characteristics). Note in the body of paper approximately where tables or figures should be placed using double lines with (insert Table 1 here) between double lines. Place any tables, figures, and appendices after the reference section. Use endnotes, not footnotes. The endnotes section should appear at end of paper, but before the references section. References should be noted in body of paper in parenthesis, e.g. (Lantos, 2002). All references should appear alphabetically by author's last name in the references section as follows:

Lantos, G. P. (2002). How Christian Character Education Can Help Overcome the Failure of Secular Ethics Education. *Journal of Biblical Integration in Business*, 19-52.

POLICY REGARDING PREVIOUSLY PUBLISHED MATERIAL (INCLUDING CBFA MEETING PRESENTATIONS)

The CBAR does not normally publish manuscripts (or book reviews) that have been previously published in other journals, books, or magazines. The CBAR will consider manuscripts of papers presented at regional or national meetings (including those presented at the CBFA national meeting). In this regard authors should note that The CBAR is a blind peer-reviewed academic journal. The CBAR's standards for manuscript acceptance may be quite different from those of acceptance for meeting presentations. Frequently, regional and national meetings are forums for early versions of ideas, as well as for discussing issues related to a particular discipline's pedagogical, organizational, and political concerns. Therefore it is the position of the CBAR that papers presented at meetings should be substantively changed for consideration as manuscripts for the CBAR. While it is not practical to quantify the required degree of change, it would be expected that the author(s), in a letter accompanying the manuscript, would be able to document the substantive changes made in development of the manuscript for review by the CBAR. The CBAR reserves the right to not publish material considered to be insufficiently developed as a journal manuscript. Authors who do submit manuscripts developed from previous paper presentations should recognize that they may forfeit some of the "blindness" in the blind review process. While all identifying information will be deleted in manuscripts sent to board of review members, one or more members of the board may have knowledge of the paper as a presentation. Such papers are often published in meeting proceedings and these may well be known to reviewers (especially from the CBFA's own national meeting).

SUBMISSION INSTRUCTIONS

Manuscript submissions should be done electronically. Email a file of your submission in Microsoft Word to ktsaunders@anderson.edu.

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