

Guidelines for Manuscript Submission to *Nang Yan Business Journal (NYBJ)*

1. Manuscript Review Process

Each paper is first reviewed by the journal's Editor. If it is judged suitable for publication, it is then sent to **two** independent referees for **double-blind peer review**. On the basis of their recommendations, the editor then decides whether the paper should be accepted, revised or rejected.

2. Copyright Issues

Manuscripts submitted to the *NYBJ* should not have been published before in their current form or with substantially similar content. Authors submitting articles for publication should ensure that the work is not an infringement of any existing copyright and must indemnify the publisher against any breach of such copyright. In line with international standards, the publisher becomes the legal copyright holder of all contributions unless otherwise agreed. The *NYBJ* Editor may make use of commercially available authenticity software to check the originality of submissions received.

3. Final Submission

Proofs are not normally supplied before publication. The final manuscript submitted will be considered the definitive version. The author must ensure that it is complete, grammatically correct, and free of spelling and typographical errors before submission.

4. Manuscript Requirements

Please prepare your manuscript according to the following guidelines before submission.

4.1	Format:	All files should be submitted as Microsoft Word documents.
4.2	Length:	Articles should be between <u>3000 and 8000 words</u> in length, with around 30 references and a maximum of 6 pages of appendices.
4.3	Title:	A title of no more than <u>10 words</u> should be provided.
4.4	Title Page:	An Article Title Page should be submitted alongside each individual article. It should include: <ul style="list-style-type: none">• Article Title• Author Details (see 4.5 below)

- Acknowledgements
- Author Biographies
- Structured Abstract (see 4.6 below)
- Keywords (see 4.7 below)
- Article Classification (see 4.8 below)

4.5	Author Details:	<p>Details of each author should be supplied on the Article Title Page (see 4.4), including the following.</p> <ul style="list-style-type: none"> • Full name with professional title (e.g., Prof., Dr., Ir., as appropriate) • Position and affiliation at the time of research completion • E-mail address • Brief (~100-word) professional biography
4.6	Structured Abstract:	<p>Authors must supply a structured abstract on the Article Title Page, set out under 4-6 subheadings:</p> <ul style="list-style-type: none"> • Objective (mandatory) • Research methodology/approach (mandatory) • Findings (mandatory) • Originality/value (mandatory) • Research limitations (if applicable) • Practical implications (if applicable) <p>The abstract should contain a maximum of 300 words (including keywords and article classification).</p>
4.7	Keywords:	<p>Authors should provide up to <u>10 keywords</u> encapsulating the principal topics of the paper on the Article Title Page.</p>
4.8	Classification:	<p>Authors should categorize their paper under one of the following classifications on the Article Title Page.</p> <ul style="list-style-type: none"> • Research paper • Technical paper • Conceptual paper • Case study
4.9	Referencing:	<p>The <i>NYBJ</i> adopts the <u>Harvard System of Referencing</u> and <u>APA Style</u>. For the Harvard System, please see the samples on the next page. For APA Style, please refer to the Sixth Edition of <i>Publication Manual of the American Psychological Association</i>.</p>

For Editorial Contributions:

Please e-mail your manuscript in accordance with the foregoing requirements to nybj@ny.edu.hk.

Your manuscript will be acknowledged and processed as a matter of priority.

Harvard System of Referencing:

Available from: http://library.leeds.ac.uk/skills-referencing#activate-harvard_style

1. For JOURNAL ARTICLES

In-text citations: (Bennett et al., 2006) (Clarke, 2005) (Johnson and Baker, 2009)

Reference list:

Bennett, H., et al. 2006. Through a glass darkly: images of appraisal. *Journal of Teacher Development*. 5(3), pp. 39-46.

Clarke, T.J. 2005. Freud's Cézanne. *Representations*. 52(Fall), pp. 94-122.

Johnson, H. and Baker, T. 2009. An information skills model: do we need one? *SCONUL Newsletter*. 17(3), pp. 3-5.

2. For BOOKS

In-text citations: (BSI, 2008) (Canetti, 2010)

Reference list:

British Standards Institution (BSI). 2008. *BS 25999-1 Business continuity management. Code of practice*. [Laminated pocketbook]. Milton Keynes, UK: BSI.

Canetti, E. 2010. *Crowds and power*. London: Phoenix.

3. For WEB RESOURCES

In-text citations: (IHEI, 2011) (Rutter et al., 2012)

Reference list:

International Hotels Environment Initiative (IHEI). 2004. *International Hotels environment initiative*. [Online]. [Accessed 4 December 2011]. Available from: <http://www.ihei.org/>

Rutter, L. and Holland, M. 2012. *Citing references: the Harvard system*. [Online]. [Accessed 18 May 2012]. Available from: http://www.bournemouth.ac.uk/library/using/harvard_system.html