

Instructions to the Authors

Guidelines for Authors

The aim of the journal is to contribute to the expansion and establishment of business ethics as academic field in Africa. In pursuit of this continental journal of high quality, but to also ensure that it achieves broad international credibility.

AJoBE aims to publish original, scientific articles from a variety of methodological and disciplinary perspectives concerning ethical issues philosophy, opinion papers and reports of empirical research (quantitative and qualitative) are welcomed. Manuscripts in the arena of pr considered.

For purposes of quality assurance all manuscripts received will be subjected to a double blind peer review process.

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Manuscript requirements

Typing

Please use Arial 12 font in double spacing and leave generous margins. All pages must be numbered, and headings/sub-headings must handwritten symbols must be clearly identified. Please limit the length of manuscripts to 30 pages (excluding figures and tables).

Title

Provide the title in full, as well as the author's name, affiliation, and email address. If the title is longer than 70 characters including space running head.

Author's details

Please provide your present postal address (for receipt of proofs, if different from the affiliation). Also provide a brief personal biography (affiliation, special awards, if any, and important publications. Include only the most pertinent and significant information. Restrict yourself

Abstract

Please include an abstract of 100 words maximum. The abstract should contain the goal of the paper, a description of the methodology u

Keywords

Add a list of 5-10 keywords.

Acknowledgements

Should you wish to express your gratitude to non-authors for significant contributions they may have made to the research/manuscript, inc manuscript before the References section.

Footnotes

Please try to avoid using footnotes. However, should you wish to use footnotes, number these clearly and include them at the end of the section.

Tables

Number all tables (e.g. 1, 2, 3) and include a short title. Vertical lines between columns are to be avoided.

Figures

All figures must be suitable for reproduction without being retouched or redrawn. Check that all lettering will still be legible after the figure ink on white or transparent paper. A glossy print is equally acceptable. Refer to all photographs, diagrams and graphs as 'Figure' in the text (caption). Write your name and the figure number lightly on the back in pencil, and clearly indicate in the text between two paragraphs the figure. Use the words INSERT TABLE/FIGURE HERE.

Formulas

Subscripts and superscripts should be set off clearly. Use a full stop for decimals, and reserve crosses for multiplication. The sign for 'about' is indicated by ~.

References

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Examples

Buckley, M.R., Harvey, M.G. and Beu, D.S. 2000. 'The role of pluralistic ignorance in the perception of unethical behavior', *Journal of Business Ethics*, 19(1), 1-15.

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Stevens, B. 1996. 'Using the competing values framework to assess corporate ethical codes', *Journal of Business Communication*, 33(1), 1-15.

In the text the literature is referred to by the name of the author and the year of publication, e.g. Mwangi (2004), when forming a part of a sentence. If a reference has three or more authors, it is referred to by the names of all the authors in the first instance. Thereafter it is referred to by the name of the first author, the expression et al.' and the year of publication. Parentheses are to be used for direct quotations. Numbers after the year of publication for direct quotations.

Proofreading

Once the manuscript has been accepted and the page proofs designed, the author receives a set of first page proofs together with the manuscript. Corrections together with the manuscript must be returned to the publisher without delay to avoid any hold-up in the production schedule. A substantial alteration to the manuscript at this stage.

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is not English. Please note that the task of our reviewers is to evaluate manuscripts on content and publication requirements merits – where language and/or technical errors obstruct a speedy decision on publication possibility.

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