



European Research on Management and Business Economics

Guide for Authors

Founded in 1995 as Investigaciones Europeas de Dirección y Economía de la Empresa (IEDEE), **European Research on Management and Business Economics (ERMBE)** publishes three issues per year (January, May, and September) and is edited by the Academia Europea de Dirección y Economía de la Empresa AEDEM).

AIMS AND SCOPE

The journal encourages scholarly research and the advancement of knowledge in Business Economics by publishing original research papers in all disciplines of the Business Administration and Management field. It is intended for university scholars and researchers as well as business executives.

ERMBE practices a double blind peer review policy. Members of ERMBE's Editorial Board and Scientific Committee guarantee the interest, quality, and scientific rigor of all published work by pre-selecting submitted papers.

SUBMISSION AND FORMAT GUIDELINES

1. Papers are expected to be submitted in English; however, authors may submit their work in Spanish as long as they translate it at their expense once the final version is accepted. All manuscripts must be submitted through the Elsevier Editorial System (<http://ees.elsevier.com/ermbe>) by following the system's online instructions. All papers must conform to the formatting guidelines that follow.

2. Upon submitting their manuscript, authors will be required to state that their work is original, unpublished, and has not or will not be under consideration for publication in any other journal during ERMBE's evaluation process. Furthermore, authors must be willing to transfer copyright of their article to AEDEM if it is accepted.

3. In order to guarantee the double blind review process, authors must send two documents.

- The first document will contain all author's names and affiliations. Provide family and given names for each author. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- The second document will contain the original manuscript devoid of any identifying information on the authors. The first page of both articles must include the following information both in the original language and English (or Spanish if the manuscript was written in English): a title, an abstract of approximately 150 words, keywords and JEL (Journal of Economic Literature) codes. Information on the JEL classification system is available at: http://www.aeaweb.org/journal/jel_class_system.html

4. The article must be submitted in Microsoft Word format, with Times New Roman 12pt fonts, double-spacing, and no indentation. Recommended length of the text is between 15 and 25 pages (approximately 300 words per page) and should be less than 30 pages, including illustrations, tables, footnotes, and bibliography. Divide your article into clearly defined numbered sections and subsections. These may be formatted in bold with a number followed by a dot for each section, or section and subsection numbers separated by a dot. After these, write a capitalized heading or subheading. Each heading or subheading must be separated from the preceding text with a blank line. For example:

1. HEADING

1.1. Subheading

5. Include acknowledgements in the first footnote. All sources of financial support or contributions from a research project should be disclosed.

6. Footnotes should be consecutively numbered.
7. Provide tables, diagrams, graphics, and other illustrations in black and white. Number them consecutively with Arabic numerals and label them as figures. Figures must appear separately at the end of the article with a title and caption. Include the original files for maximum publication quality. Each figure must be accompanied by a caption but text in the illustrations themselves should be kept to a minimum. Indicate the approximate placing in the text.
8. Tables must be consecutively numbered and included separately at the end of the text. Approximate placing in the text must also be indicated.
9. Bibliographical references will be included in-text with parenthetical references including the author's last name, publication year, and page number/s (if necessary). If multiple works are cited, these shall be provided in chronological order. If multiple works by the same author during the same year are cited, use the lower-case alphabet appended to the year. For example:
 - Smith (1776) and Keynes (1935, pp. 35)
 - ...improved international performance (Prasad et al., 2001).
 - ...as shown in other studies (Galve and Salas, 1993; Crespi, 1998; Fernández et al., 1998b; Andrés et al., 2000).
10. At the end of the work, include a section with all the bibliographical references included in the text in alphabetical order by author's last name. Use the following order: last names and initials of each author, publication year, title, publisher and place of publication (for books); last names and initials of each author of the chapter or section, publication year, title of the chapter or section, initials and last names of each book author, publisher, place of publication and page numbers (for book sections); or last names and initials of each author, publication year, title, journal name, volume and issue, and pager numbers (for periodicals). If multiple works by the same author during the same year are cited, the same lower-case letters must be used after the year. Titles of books, magazines, etc. are in italics. For example:

Books:

Guillén, M.F. y García-Canal, E. (2010). *The new multinationals. Spanish firms in a global context*. Cambridge: Cambridge University Press.

Book sections:

Camisón, C. (2009a). Factores determinantes de la competitividad empresarial: revisión del estado de la cuestión y propuesta de un modelo integrador. In: M. Menguzzato, (Ed.), *La dirección de empresas ante los retos del siglo XXI. Homenaje al profesor Juan José Renau Piqueras*. Valencia: Universidad de Valencia, pp. 47-59.

Articles:

Bolívar-Cruz, A. y Hormiga, E. (2012). La influencia del proceso de migración en la percepción del riesgo de crear una empresa, *Investigaciones Europeas de Dirección y Economía de la Empresa*, 18 (1), 69-85.

11. Appendices should follow the bibliography, with the heading "APPENDICES" and be numbered consecutively. Each appendix will have its own heading and a brief description of its content.

EDITORIAL PROCESS

Once the article is submitted it will be filtered according to the above-mentioned guidelines. An email confirmation for receipt will then be sent and the formal review process will commence. Each original manuscripts admitted by the Editorial Board is sent to two anonymous reviewers who are recognized experts in their fields and have knowledge and interest in the area of the paper. These reviewers will then forward their evaluations to the Editorial Board, who will communicate with the author concerning the acceptance or rejection (if both reviewers recommend one or the other), or invitation to revise the manuscript (if one of the reviewers believes that further changes are necessary). In the case of strong disagreement among reviewers, the manuscript will be forwarded to a third reviewer. Any changes made to the manuscript will be re-sent to the reviewers for further evaluation. The formal review process will end when there is a definitive verdict by all reviewers. Once the selection process has concluded, the editorial staff will notify the corresponding author of the motives for acceptance or rejection.

The Board of Reviewers is an independent and separate entity from the AEDEM's Board and the Editorial Board of the journal. It consists of widely-recognized professors of universities in Spain, Europe, and Latin-America. Status as a reviewer is completely independent from membership to the Academia Europea de Dirección y Economía de la Empresa (AEDEM).

The peer review process will be double blind. Neither authors nor reviewers will have knowledge of or access to each other's identities. The journal will communicate to the corresponding author the results of the final report, which shall include the content that should be modified, if any, as well as notice of the acceptance or rejection of the article. Said communication will occur within six months of the reception of the manuscript.

For further information on the editorial process or on how to prepare the manuscripts, visit ERMBE website (<http://www.aedem-virtual.com/ermbe.htm>) or contact the journal's staff at the following electronic mail address: ermbe@aedem-virtual.com