

# EDITORIAL POLICY

**THE BUSINESS EDUCATION JOURNAL IS SPONSORED AND PUBLISHED BY THE COLLEGE OF BUSINESS EDUCATION (CBE)**

## **About the Journal**

The Business Education Journal is a peer reviewed journal which aims at providing management trainers, consultants, practicing managers, students, general public with a scholarly forum for an exchange of ideas and experiences. By so doing it is expected that, the Journal will attempt to fill the vacuum, which is now so well pronounced in Africa countries, of lack of relevant management and business information for managers, management experts and students.

Other areas to be covered by the editorial are Legal and Industrial metrology, Laws, and Social Studies.

Themes reviewed .....

The Journal will be published twice a year, that is, one issue in each semester.

## **Criteria for Authorship**

The Editors expect each author to have nmade an important scientific contribution to the study and be familiar to the original data. The author should have ubderstood the manuscript and take responsibility for the content and form of the paper. Any faults and or un-acknowledged reproduction of other people's work shall remain to be his/her responsibility shared with the co-author(s). Inthis regard the copy right form has to be signed by every author.

The statement of authorship has to be submitted by all authors stating that he/she has read each page of the paper and consents to the paper being submitted to the journal for publication.

## **Criteria for Changes in Authorship after Submission**

All substantial changes in authorship (additions, removals, or change of order) requested after first submission must be approved by Editor-in Chief. Changes must be requested by corresponding author and sent to [edbej@cbe.ac.tz](mailto:edbej@cbe.ac.tz) . The editor in Chief reserves the right to accept the request, reject the request, withdraw the manuscript from consideration for publication, or retract a published article based on the nature and extent of circumstances related to the request. All decisions by the Editor-in Chief in these matters are final.

The Editor-in Chief's decision on changes in authorship is made in the context of the principle that a person either was or was not an author of a scientific paper in concept, performance and exposition.

## **Misconduct**

Business Education Journal accepts research papers that are original works, no part of it has been published or being considered for publication elsewhere except as brief abstracts. Duplicate publication, falsification, plagiarism, or fabrication shall be considered gross misconduct. Misconduct does not include honest error or honest differences in interpretations or judgments of data.

## **Errata**

The Journal makes effort to publish error-free manuscripts by providing author's page proofs prior to publication. However there are circumstances whereby it is necessary to publish a correction. Errata will be sent directly to ..... (Journal address). In this regard, author shall have to pay for errata page(s) he/she has caused.

## **Editor Responsibility**

The Editor-in Chief is responsible for the specific editorial conduct of the Business education Journal and compliance with the relevant policies and procedures. When a

suspected misconduct is received by the EiC, the following course of action will be taken:

- i) If the manuscript is yet to be published, all work on the manuscript will stop.
- ii) No immediate action on already published material (such as retracting an on-line pre-print article) will be taken till when the matter is resolved.
- iii) For minor issues the EiC will contact the corresponding author directly
- iv) For major issues the EiC will inform the ..... in writing through the Director of .....
- v) Should the corresponding author fail to resolve the situation satisfactorily, the EiC will contact all the institutions of the contributing authors. The insitutions should then enquire and report back to EiC until the matter is resolved. Until the matter is clarified, no papers by any authors on the disputed manuscript will be considered for publication.

### **Authors Involved in Misconduct**

If authors are found to have been involved in misconduct involving two or more articles published in the Business Education Journal during the same or separate investigations, these authors will not be permitted to submit or publish in the Journal for an indefinite period of time at the discretion of the EiC.

These authors may also be prohibited permanently from submitting or publishing papers in the journal. I addition, the editorial office will take inventory of all papers published in the Journal by the author(s), and will submit them to the corresponding author's institutions for a comprehensive audit.

The Journal will request the institution to examine the following:

- i) The authenticity of the data presented in each article
- ii) The validity of each person listed on the article's claim to authorship
- iii) Any othe items or terms appropriate given the context of previous misconduct findings.

## **Embargo Policy**

Authors or their representatives should refrain from providing information about an article to members of the media until that article has been published online. Authors may present detailed information at professional conferences prior to publication, but should refrain from giving out overheads or other handouts that contain substantial material from their articles before online publication. Please contact ..... for any questions

## **Press Access**

## **Peer Review Process**

## **Conflict of Interest Disclosure**

Authors of research articles are arequired to disclose any potential conflict of interest (e.g consultancies, stock ownership, equity interests, patent-licensing arrangements) and that they accept full responsibility for the conduct of the study, have full access to all data, and controlled the decision to publish. Failure to do so may jeopardize eventual publication. Such potential conflict, if not already disclosed in the submitted article, will be held in confidence while the paper is under review. If the article is accepted for publication, information on the potential conflict of interest will be included in the acknowledgements section of the article. Disclosures should be sent to ..... with an indication of manuscript number.

## **Ethical Issues**

The research manuscript submitted that involves the use of human beings and/or animals must adhere to the Declaration of Helsinki and applicable National Policies on humane care, the use of laboratory animals, fair competition etc.

All investigations involving humans or animals must be approved by an appropriate institutional ethical body for research. The College of Business Education Ethical Code for Research shall abide by all research projects.

## **Copy Right and Permission Policy**

## **Open Access Option for Authors**

## **Public Access Policy**

## **Repository/Archive Deposition Policy**

### **GUIDELINES TO AUTHORS**

1. Manuscripts for publication must be in English.
2. Manuscripts should be typed on one side of an A4 paper, Arial font type, double spacing, and two inches margins.
3. Manuscripts should not exceed 20 typewritten pages and they should be numbered consecutively inclusive of references.
4. Manuscripts from authors should be in soft copy Word format sent in triplicate via email address to the Editor-in-Chief P. O. Box 1968, Dar es Salaam, Tanzania.
5. (i) Manuscripts should have a separate title page with the author's names starting with the first then the surname, followed by the latest academic/professional qualification and any other significant credentials. In addition, provide information for author(s) designation, institutional affiliation and the address.

Title page shall contain the following:

- i) Title of the article
- ii) Name of the Author (Three names) and Highest Academic Qualifications (in brackets)
- iii) Position held e.g. Lecturer
- iv) Affiliation (Department and Institution)
- v) Postal Address and email

vi) An abstract of a maximum not exceeding 300 words

**Example:**

Determinants of Demand and Supply  
Anthony K. Mwambenja (MBA, B.Com),  
Senior Lecturer,  
Department of Business Administration,  
College of Business Education,  
P. O. Box 1968,  
Dar es Salaam.

**6. Table, Maps and Diagrams**

- Italicize the titles for Tables, Maps and Diagrams
- Numbered serially and consistently in roman numbers.

**7. Heading within Chapters**

Headings should be in capital letters (not bold), while subheadings should be bold and lower case, but capitalize each first letter of the content word. Both headings (heading and sub heading) should be as short as possible. Numbers should be used to distinguish different parts of a paper at not more than three levels should be used; e.g. 1.1.1, 1.2.2 etc.

**8. Footnotes and References**

Reference should be cited in the text according to the author, date system e.g.

Simba (1990:10) argues that.....

As Briggs (2012) observed .....

Water is a critical resource for human life (Kento, 2010).

Other examples

Full alphabetical list of references cited should follow the notes/footnotes. Titles of books and journals should be in Italic, and those of articles put in quotations marks.

The list should be prepared as in the following examples:-

Hutchinson, T. and A. Waters (1981) Performance and Competence in English for Specific Purposes *Applied Linguistics*, Vol.2 No. 1, pp 56-69

Pindyak, R. and D. Rubinfeld, (1981) *Econometrics Models and Economic Forecasts*, 2<sup>nd</sup> ed. London: McGraw Hill.

All first letters of the content words in titles must be capitalized, excluding articles, prepositions and conjunctions as shown in the examples above.

Authors are required to check all references most carefully. The Editorial Board shall not be held responsible for careless referencing and/or tracing the missing details in reference.

## **9. Numbers**

Numbers should be written in words up through one hundred. The exceptions are to the rule, being volumes and numbers of magazines and other statistical indicators as well as years.

## **10. Use of Capital Letters**

Authors are required to use capital letters very sparingly. Names certainly require initial capital letters. This is also true of dignitaries for instance former President Benjamin William Mkapa or Chief Justice Barnabas Samatta.

## **11. Dates, Periods and Decades**

- a) The decades should be written as follows: the 1940s, i.e. with No apostrophe.
- b) Dates should be in this form: 5 May 1990.
- c) When referring to a period, use the form from 2010 to 2012 (not in this form: 2010 – 2012).

## **12. Spelling**

In principal, authors are advised to use British spelling for our publication. However, if an author writes consistently in American spelling this is acceptable. Authors are requested to consult dictionaries for the differences.

## **13. Copyright Declaration**

- a) The Editorial Committee is NOT responsible for the content of materials received from author(s).
- b) The author shall be liable for the any breach of copyright law noted in the article presented.
- c) The Editorial Board shall NOT breach the copyright of the material in the articles received

## **14. Book Reviews**

- a) The review should not exceed 2 typewritten pages
- b) Full name of the author followed by the year the book being reviewed as published, the title of the book, place of publication, publisher and number of pages.
- c) The name of the reviewer and his/her institutional affiliation should appear at the end of the text on the right and hand corner.

## **15. Advertisements and Price**

- a) Cost of advertisements to be included in the Journal shall be as determined by the Management from time to time.
- b) Prices of the Journal shall from time to time be determined by the Management.

16. Copies to subscribers shall be as follows:-

- a) Three hard copies and/or soft copy Word Document
- b) The final draft in Soft Copy, PDF format of less than 1 MB



## **17. Reviewing an Article**

- a) An Article shall always be peer reviewed before appearing in the journal.
- b) Originality, chronological, plagiarism, comprehensiveness, language use and methods of referencing shall always be observed carefully.
- c) In reviewing any article, the format stipulated in the CBE's Publication Policy shall be used.
- d) The Reviewer shall also write his/her name, address and then send it back to the Editor in Chief.