GENERAL

journal of business ethics submission guidelines

Published: September 3, 2026 | Index ID: #-

Introduction

Publishing in a respected venue is a pivotal milestone for scholars in business ethics, offering visibility, credibility, and the chance to influence policy and practice. The **Journal of Business Ethics** stands out as a leading outlet that rigorously examines ethical dilemmas, corporate governance, sustainability, and stakeholder theory. However, navigating its **submission guidelines**can be daunting for first time authors. This guide distills the essential steps, formatting requirements, and best practices to help you craft a manuscript that aligns with the journal's expectations and increases your chances of acceptance.

About the Journal of Business Ethics

History & Impact

Established in 1984, the Journal of Business Ethics (JBE) has grown from a niche publication to a top-tier outlet with an impact factor exceeding 5. Its editorial board comprises scholars from diverse disciplines—economics, law, philosophy, and sociology—ensuring interdisciplinary rigor. Over the past decade, JBE has consistently published groundbreaking studies on corporate social responsibility, ethical supply chains, and the moral dimensions of digital transformation.

Scope & Themes

JBE welcomes empirical, theoretical, and methodological contributions that explore the intersection of business and ethics. Topics include, but are not limited to: corporate governance, whistleblowing, ethical leadership, sustainability reporting, consumer ethics, and the ethical implications of emerging technologies. Manuscripts should advance the field by offering novel insights, robust evidence, or innovative frameworks.

Why Submit to JBE?

Reputation & Impact Factor

Publishing in a high impact journal signals scholarly excellence. The JBE's impact factor, combined with its h index, reflects the influence of its articles on subsequent research. Being indexed in databases such as Scopus, Web of Science, and EconLit further enhances discoverability and citation potential.

Audience & Reach

JBE attracts academics, practitioners, policymakers, and students worldwide. Its readership includes senior executives, regulators, and NGOs, making it an ideal platform for research that bridges theory and real world application. Articles often appear in policy briefs, corporate reports, and media outlets, amplifying their societal reach.

Submission Process Overview

Pre Submission Checklist

1. Confirm that your manuscript aligns with JBE's thematic scope.
2. Ensure originality: the work must not be published elsewhere, nor under consideration by another journal.

3. Check that all co authors have approved the final draft.
4. Prepare a concise cover letter addressing the editor’s guidelines.
5. Gather supporting documents: conflict of interest statement, data availability statement, and any required permissions.

Manuscript Preparation

JBE requires a structured format: Title page, abstract, keywords, main text, references, and optional appendices. Adhering to the prescribed layout not only facilitates reviewer evaluation but also reflects professionalism. Below we detail each component.

Cover Letter & Correspondence

The cover letter should be brief (no more than 300 words) and include: the manuscript title, a statement of originality, an explanation of why the article fits JBE, and a note on potential reviewers (if any). Avoid generic statements; instead, highlight the novel contribution and relevance to current debates.

Detailed Submission Guidelines

Manuscript Format

Include the manuscript title, author names with institutional affiliations, corresponding author’s email, and a running head ("d50 characters). Avoid footnotes or additional text on the title page.

The abstract should be 150–250 words, summarizing the research question, methodology, key findings, and implications. Provide 4–6 keywords that reflect core concepts; these aid indexing and searchability.

Structure the body into Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, and References. Use numbered headings (1, 1.1, 1.2, etc.) for clarity. Maintain a consistent font (Times New Roman, 12 pt) and double spacing. Margins should be 1 inch on all sides.

JBE follows the Harvard citation style. List references alphabetically, including author(s), year, title, journal, volume, issue, and pages. Use **APA** for in text citations, ensuring each citation matches a reference entry.

Figures and tables should be embedded within the text where first cited. Number them sequentially (Table 1, Figure 1) and provide concise captions. High resolution images ("e300 dpi) are required for print. Include source information and, if necessary, a brief description of the methodology used to generate the figure.

Word Count & Length Limits

Standard research articles should not exceed 7,500 words, excluding references, tables, and figures. Reviewers may request revisions that alter length, but excessive deviation from the limit can delay processing.

Citation Style

In-text citations must appear as (Author, Year). For multiple authors: (First Author et al., Year). When citing multiple works, list them alphabetically and separate with semicolons: (Author1, Year; Author2, Year).

Ethical Considerations

Authors must disclose any potential conflicts of interest and provide a statement on data availability. Human subject research requires ethics approval documentation. Animal studies must comply with institutional guidelines. JBE strictly enforces plagiarism checks; any overlap beyond 10% of the text triggers rejection.

Online Submission System

Account Creation

Access the JBE submission portal (https://www.journalofbusinessethics.com/submission). Click “Register” and provide your institutional email. Upon verification, you will receive a confirmation email with login credentials.

Uploading Documents

1. Log in and navigate to “New Submission.”
2. Enter manuscript details: title, abstract, keywords, author information.
3. Upload the PDF of the manuscript and any supplementary files (data, appendices).
4. Attach the cover letter as a separate PDF.
5. Complete the metadata fields (subject areas, keywords).
6. Review the submission summary and click “Submit.”

Tracking Status

After submission, you will receive a confirmation email with a tracking number. Use the “Track Submission” feature to view reviewer assignments, comments, and decision letters. Respond promptly to any editorial requests to avoid unnecessary delays.

Peer Review Process

Review Stages

JBE employs a double blind review. Stage one involves initial editorial screening for scope and basic compliance. If accepted, the manuscript enters a formal review by three independent reviewers. The editor synthesizes feedback and renders a decision: accept, minor revision, major revision, or reject.

Expected Timelines

Typical review duration ranges from 6 to 8 weeks. However, delays can occur due to reviewer availability or complex revisions. Authors should anticipate a 2 month turnaround from submission to first decision.

Revision Guidelines

When revisions are requested, the editor will provide a detailed reviewer report. Address each comment systematically: add a “Response to Reviewers” section, indicating page and line numbers where changes were made. For major revisions, resubmit a revised manuscript along with a revised cover letter outlining the changes.

Common Pitfalls & How to Avoid Them

Formatting Errors

Non compliance with font, spacing, or heading conventions can result in desk rejection. Use the journal’s template, available on the website, to pre format your manuscript.

Plagiarism Issues

Even inadvertent duplication of text can trigger rejections. Use plagiarism detection software before submission and paraphrase appropriately. Cite all sources accurately.

Data Availability

JBE increasingly requires authors to share underlying data. Include a data availability statement and, if possible, deposit datasets in a public repository (e.g., Harvard Dataverse). Provide accession numbers in the manuscript.

Post Submission: Acceptance & Publication

Proofreading & Copyediting

Once accepted, the manuscript enters the production phase. The editorial office will send a galley proof. Carefully review layout, figure quality, and typographical errors. Respond to proof corrections within the stipulated deadline.

Publication Fees

JBE operates on a subscription model with optional open access publishing. Authors may choose to pay an article processing charge (APC) for open access status, ensuring free availability worldwide. Fee waivers are available for authors from low income countries upon request.

Open Access Options

Open access increases readership and citation rates. Authors opting for this route should note that the article will appear under a Creative Commons license, allowing unrestricted distribution and reuse with attribution.

Tips for Successful Submission

Clear Research Questions

Baca Juga (Artikel Terkait)

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