

SNUJIA Style Guide

General Guidelines

SNUJIA is a scholarly journal. Manuscripts should be fully developed, well structured, and written in proper English diction and register. Please fully detail technical jargon, field specific acronyms, and requisite auxiliary information. The use of sexist, xenophobic, and discriminatory language will not be tolerated and is grounds for immediate disqualification of submission. Please also be considerate of the use of a limited number of succinct headings and subheadings that is underlined or italicized as appropriate. A writer's voice expressing clarity and style is as important as substantive content. *SNUJIA* recommends reviewing your manuscript prior to submission to the editorial process. Please note that accepted manuscripts are subject to narrow amending during the editorial process.

File Submission: Please ensure the complete submission is sent as a package within one email as follows: file 1) Personal information and author's biography; file 2) title page, submission type, structured abstract & the complete manuscript with tables; and file 3) auxiliary media as necessary.

Format: Manuscripts should be saved as Microsoft Word document (.doc or .docx) formatted in Times New Roman, 11 pt. font, 1.5-spaced. Standard margins (2.54 cm / 1 inch), left-hand justification, and pages numbered consecutively in the lower right (not including the title page).
File title: [Author surname]_[Type of Submission]_[Title (abbreviated if necessary)].
i.e. Joyce_ResearchPaper_Ulysses.docx

Title Page: Please include: 1) Manuscript's title and subtitle as necessary; 2) contact information, such as name, affiliation, address, phone number, and email address; 3) a structured abstract (please refer to the sample below); and, 4) a few keywords relating to the paper.

Biography: Author's biography should be 100 words or less and must be underneath their contact information. This information will be inserted as a footnote in the published version and in a sidebar on *SNUJIA*'s website if the manuscript is accepted.

Headings: *SNUJIA* uses a multi-tiered heading/title system. Primary heading/title is left justified bold with the first sentence following the heading not indented. The secondary heading is left justified italic with the first sentence after the heading not indented. The tertiary heading is left justified italic with the first sentence after the heading not indented. The first line of all subsequent paragraphs is indented.

Tables & Figures: Insert each table or figure within the manuscript as it is intended to be seen. Titles are placed above for a table and below for a figure. It is the responsibility each author to provide high quality figures and tables with proper attribution. Additional auxiliary materials may be submitted as additional attachments to the e-mail submission as necessary.

Citations: Please ensure that the manuscript uses full citation footnotes with a reference list in accordance with the Chicago manual of style: Notes and bibliography. Any amplifying information expressed as footnotes should be brief. All footnotes should be numbered consecutively with superscript Arabic numbers.

Article Classification: *SNUJIA* has four manuscript types: Short Commentary Pieces, Reviews, Short Essays/Policy Papers, and Research Papers. Please indicate the appropriate manuscript on the article's title page.

Word Limits: Please bear in mind the following word limits: 1) Short Commentary Pieces: (800-2,000 words); 2) Book, Article, Media Reviews: (800-2,000 words); 3) Academic Essays and Policy Papers: (1,200-5,000 words); and 4) Research Papers: (3,000-10,000 words).

Structured Abstract: The article title page must include a structured abstract (250 words or less) containing the following elements: 1) Purpose of the manuscript; 2) Research design, its methodology and/or particular approach; 3) Significant findings; and, 4) Any significant implications and importance of the research.

Structured Abstract Sample

Research Paper:

Note: The following essential elements will be consolidated during the editing process.

Purpose: Some scholars imprint an academic discipline by their contribution to the manner in which people think and research, namely, by putting forward novel concepts and insights. The purpose of this paper is to examine the impact of Sumantra Ghoshal's work on the study of subsidiaries and multinational enterprises and organizational formats for foreign operations.

Design, Methodology, Approach: A bibliometric study on Bartlett and Ghoshal's well-known book *Managing Across Borders: The Transnational Solution* is performed to assess its impact in international business (IB) research. The entire record of publications in the top leading IB journal, Journal of International Business Studies (JIBS), is examined.

Findings: Theoretically supported, Ghoshal's work was keenly influenced by his corporate experiences and his constant questioning of the dominant theories and assumptions. The analyses in this paper show the impact of the work on the "transnational solution", namely, on the understanding of multinationals and subsidiaries, thus being one of the most notable contributions for IB research over the past 20 years.

Practical Implications: Useful for graduate students and in writing a literature review, this paper presents an interesting manner to examine a scholar's and a theory's impact on a discipline.

Originality, Value: This paper presents an extensive bibliometric analysis of research published over a time-span of 22 years in international business studies.