



American Institute of Higher Education
Manuscript Submission Guidelines for AJBR and AJES

Please follow these instructions carefully and proof your manuscript before final submission. All articles for these journals must be submitted electronically. We recommend that you print samples of your paper to verify the correct margin settings. Papers that deviate from these instructions may not be reviewed and returned to the author(s).

- **Originality:** All submissions must be entirely original and may not be under concurrent consideration or accepted for publication elsewhere.
- **Length:** The maximum length for manuscripts is 20 pages in a one-column format, justified, and should include a 150-word abstract. (20 pages include all figures, tables, references, appendices etc.)
- **Manuscript title:** The title of your paper should be bold type, all caps, single-spaced, and centered across the top of the page with at least a one and one-half inch margin on the left and right;
- **Affiliations:** The author(s), affiliation(s), complete address(es), email address(es), and telephone number(s) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc.
- **Format:** Manuscripts should be 1.5 lines spaced with a one-and-a-half-inch margin on the left, and one-inch margin on the right, bottom, and top, typed in a 11-point font, Calibri, in Microsoft Word, using only standard symbols and abbreviations in the text and illustrations.
- **Keywords:** You may include up to five **keywords** below your abstract
- **Paragraphs:** New paragraphs are to be separated by a single space, not indentations.
- **Style:** Style should follow the American Psychological Association (APA) guidelines, especially **headings and referencing** (An abridged version of APA Guidelines is available at journal site). Do not use word Bibliography for your references. Use References.
- **Section Separations:** The word 'abstract' is to be bold and in all caps; the rest of the sections (i.e., introduction, literature review, methodology, etc) are to be bold with only the first letter capitalized; do not number sections. All sections should be left justified.
- **Figures and tables:** Figures and tables should be placed as close as possible to where they are cited. First-level headings state the table or figure number and may be followed by second-level subheadings. All figures and tables are to be done in a professional manner (you may want to insert the table and figures as objects so that the formatting of the journal will not change their format).
- **Footnotes:** The use of footnotes is greatly discouraged.



Manuscript Guidelines and Editorial Comments

American Journal of Business Research & American Journal of Educational Studies

- **Equations:** All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$P_1 = f(Y_1) \quad (1)$$

- **Appendices:** Appendices should immediately follow the body of the paper (using the first-level heading "Appendix") and precede the references. If there is more than one appendix, number each one consecutively.
- **Language:** Your file may contain traditional English or Greek characters. It should not contain any other language characters.
- **Copyright:** Do NOT submit anything to the Journals that is already copyrighted – this is a violation of copyright restrictions. Authors assume full responsibility for what is submitted.

All final submissions should be sent to the editors at:

American Journal of Business Research

ISSN: 1934-6484

Editor-in-Chief:

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American Journal of Educational Studies

ISSN: 1934-6476

Editor-in-Chief:

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