Manuscript Submission Guidelines for AJBR and AJES

American Institute of Higher Education

Please follow these instructions carefully and proof your manuscript before 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 be returned to the author(s).

All manuscripts submitted to AmHighEd Journals must be original. Do not submit any material that has been published in other conferences or journals or it is under consideration for publication in other journals. You guarantee the originality of your submission and you guarantee that it does not infringe upon any copyright, trademark, or any other intellectual property rights. If legal action claiming copyright infringement is brought against AmHighEd as a result of your work, you are responsible for reimbursing the AmHighEd and publisher for all costs involved in defending and settling the legal action if it is determined that you are guilty of infringement.

• **Length:** The maximum length for manuscripts is 8000 words in a one-column format, justified (8000 words include Abstract, key words, all figures, tables, references, appendices etc.)

• **Title Page includes the Manuscript title and Affiliations:** 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. 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. Please do not use titles such as Dr., Professor, etc.

• **Anonymous main paper:** starts with the manuscript title, followed by an Abstract of maximum 350 words. Abstract MUST include Purpose, Design/methodology/approach, Findings, and Originality/value of the manuscript AmHighEd allows abstracts up to 350 words. This varies from APA style, which limits words in abstracts (p.27). You MUST include up to six keywords below your abstract

• **Format:** Manuscripts should be 1.15 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 an 11-point font, Calibri, in Microsoft Word, using only standard symbols and abbreviations in the text and illustrations.

• **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)

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with some AmHighEd exceptions listed in this document. Do not use word Bibliography for your references. Use References. Do not use the header with running title.

- **Section Separations (headings):** 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 headings should be left justified. Headings must be short.

- **Figures and tables:** AmHighEd allows Tables and Figures to be placed in the text at the appropriate point in the manuscript. This format varies from the APA Manual which requires Tables and Figures to be placed at the end of the manuscript (p.130). 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. Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator and Freehand should be saved in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into a MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported. For figures which cannot be supplied in MS Word, acceptable standard image formats are: .pdf, .ai, .wmf and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg (.jpg), or .bmp at a resolution of at least 300dpi and at least 10cm wide. To prepare screenshots, simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".) Photographic images (Plates) should be saved as .tif or .jpeg (.jpg) files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest possible resolution/quality.

- **Footnotes and Endnotes:** The use of footnotes and endnotes is greatly discouraged. Note that APA style suggests that footnotes should rarely be used and are not recommended. Footnotes should only be used to amplify the text and convey one idea (p.37).

- **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.

  \[ P_1 = f(Y_1) \] (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.

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• **Header and footer**: The use of header and footer is greatly discouraged

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**The Review Process**

All authors should be listed in the manuscript. For the purposes of blind review, **author details must be listed on the title page only** and the authors should not be identified anywhere else in the article.

• **References**: AmHighEd allows citations in the reference list to be single-spaced. This varies from the APA *Manual*, which calls for citations to be double-spaced (p.37).

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Every paper submitted to the journal is subject to the following review procedures:

Firstly, on receipt of a paper, authors will receive an acknowledgement. The Editors will then review the paper for its appropriateness to the scope of the Journal. If the paper is judged suitable, it is then sent out for review using a double-blind process. Two reviewers will then assess the quality of the paper according to different factors including: Originality, methodology, analysis, findings, clarity and conciseness.

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Based on the recommendations of the reviewers, the Editors decides whether the paper should be accepted as it stands, accepted subject to minor revisions, resubmitted for review after major revisions, or rejected.

If the paper requires major revision, the same reviewers will normally be used to review the revised paper.

For all the accepted papers, the author(s) sign a transfer of copyright agreement and will share the publishing cost (currently $200) before the paper is sent to the publisher.

All final submissions should be sent to the editors at:

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