

JBIB Review Board

Scholars who served on the Review Board deserve a hearty “thank you” for contributing their feedback to the authors who submitted articles for consideration in the journal.

If you would like to participate as a member of the Review Board, contact the editor.

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Journal of Biblical Integration in Business

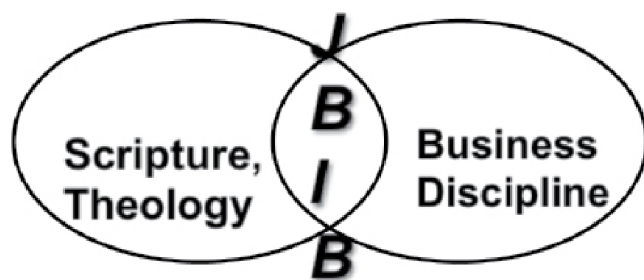
Guidelines for Authors

PURPOSE OF THE JOURNAL

The *Journal of Biblical Integration in Business* serves as a refereed forum for discussing faith-learning-life links in business. The journal is a broad-based, double-blind peer review forum that aims to publish manuscripts that add to the body of knowledge. Such manuscripts will be:

- Scholarly in design, tone, and depth, reflecting accurately the literature in the business discipline concerned.
- Directly related to biblical presuppositions, passages, and perspectives throughout the paper.

Domain of the *JBIB*



The *JBIB* is open to many topics and approaches. The field of biblical integration in business is relatively young and much creative work remains, both in theory development and theory testing.

The aim of the editorial team is to support scholarship and professional growth among Christian business academics and any others who see the Bible as important and relevant to business thinking and practice. Editors see themselves as being in partnership with the authors and take joy in working with them to develop high-quality manuscripts. The spiritual and professional calling of faith-business integration is enhanced to the degree that we are inventive creators and effective carriers of ideas.

Accordingly, the purpose of these manuscript guidelines is to give directions to authors who wish to develop and write manuscripts appropriate for *JBIB*. The manuscript guidelines presented here include instructions regarding what is appropriate for both *content* and *style*. What to put in the cover letter (or email) also is addressed. Additionally, these guidelines contain a list of questions that reviewers ask as they prepare to give feedback to authors. Authors should consult this list of questions before submitting a paper for consideration. The policies of previously published

materials, CBFA annual conference paper presentations and simultaneous submissions are presented. Finally, these guidelines provide instructions regarding where to submit articles for consideration.

MANUSCRIPT GUIDELINES

Authors considering writing a paper to submit to the *JBIB* should review past issues to see examples of content, length, and other elements in articles accepted for publication. Keep in mind that editors continually strive to improve the quality of articles that are published in *JBIB*. Electronic copies of past issues can be accessed at www.cbfa.org. Additionally, reviewing past issues of *JBIB* will help authors know in what ways the article they are thinking of submitting relates to previously published articles.

Authors who are hoping to get published in *JBIB* should consider the following guidelines for content, style and cover letters (emails).

Content of Articles

The *JBIB* publishes both empirical and theoretical or conceptual articles. Reviews of books and media are also published. The following guidelines should be followed when writing an article submitted for consideration in *JBIB*.

Faith Integration focus. Articles in the *JBIB* focus on the integration of biblical perspectives and passages with the academic disciplines related to business and economics. Biblical citations and discussion must be a prominent part of the entire paper, not just an “add on” or after thought. The editorial process includes an examination of biblical passages used, with proper regard for appropriate

exegetical and hermeneutic principles. Quoting from or merely referring to a few passages of the Bible (aka using “proof texts”) by itself does not strengthen the paper’s contribution to faith integration. Accordingly, authors help readers understand not only the relevant Bible passages but also the broader theological messages of Scripture as these pertain to the issues addressed in the paper.

Audience. The primary audience of the *JBIB* is Christian professors who teach business at colleges and universities. However the *JBIB* is increasingly read by those of other faiths and those outside the academic arena. Therefore, the author should maintain a writing style accessible to a variety of disciplines. This means that technical terms should be explained and that business-oriented examples should be developed. The intent is to avoid jargon and “academic-speak” and communicate clearly across boundaries of disciplines and vocations.

Purpose and promises. Explicitly state the purpose of the paper in the introduction. Follow this statement immediately with an orientation for readers regarding the major sections of the paper that will follow. This organizes the readers’ anticipation making reading easier. By the time the reader finishes reading the conclusion, it should be clear that the purpose of the paper has been accomplished. Accordingly, after writing the conclusion of the paper, review again the statement of purpose and the orientation for the reader given in the introduction. Make improvements so that what the promises to the reader are fulfilled. It can be tempting to hook the reader in the introduction by making an attractive promise for what the paper will do. Be careful what the paper promises the reader and then make sure that the paper delivers on that promise. Readers and peer reviewers do not like puffed-up promises that prove in the end to be hollow.

Structure. Organize the paper into clearly defined sections using headings and subheadings whenever possible. These sections must follow the orientation which is provided to the reader in the introduction. Once the paper’s purpose is developed, take on the role of being a “coach” to the paper itself: What does the paper need to accomplish its purpose? Does the purpose need to be made clearer so that what is presented in the body of the paper actually fulfills the promises to the reader? How can the various supporting elements (subsections, evidence, arguments, critiques, discussions and so forth) in the paper be sequenced in a manner which strengthens the ability of the paper to achieve its purpose? Is the paper structured in a way that highlights the prominence of faith integration?

Literature review. Ground the paper in the current stream of scholarly dialogue that already exists on the topic(s) addressed in the paper. Assume that readers of *JBIB* are aware of this dialogue. They will want to know how your paper fits within, contributes to or is different from the current or recent “conversation” taking place about the topic(s) among other scholars. Reviewing the literature carefully will also help authors describe to readers how their paper advances this scholarly conversation in a particular way. Does the paper shift consensus in a particular direction? If so, how? Does the paper disagree with current consensus? In terms of what others have written on the topic, why is the thesis of this paper so urgent for readers to consider? What practical consequences not apparent in previous published works need to be addressed in the paper? If there is a debate in the previously published literature, in what ways does the article resolve or contribute to that debate? Keep in mind that literature relevant to faith integration in business may have a corresponding body of literature outside of business in biblical studies and theology that should be considered.

It is the author’s responsibility to know the particular contribution that the paper makes to the ongoing or previous scholarly dialogue on the issues. Appropriate citations and bibliography are important evidence to readers regarding what portions of previous scholarly dialogue the author considered relevant to the paper. State how the paper advances the ongoing debates or discussions in the *Journal of Biblical Integration in Business* (and in other relevant literature) or whether it begins a new discussion. If it is a new discussion, the relevance and importance must be made clear and the previously published relevant literature must still be reviewed to provide support for the relevance of the new discussion. By the time the author is finished writing the paper the following question should have an unambiguous answer: What will the reader learn from this article that he or she did not, or could not, have known before?

Length. Feature articles should be no more than 7,000 words, excluding references, figures and tables. Manuscripts of greater or lesser length will also be considered if the value of the paper merits it. When in doubt, shorter is better. The abstract should be 150 words or less. List Key Words after the abstract.

Style Instructions

When submitting articles, please use the following style instructions:

Citation style. Articles in the *JBIB* should follow the American Psychological Association (APA) **citation style**. For example, articles should be written using textual citations rather than footnotes. Authors can refer to the current edition of the *Publication Manual of the American Psychological Association* for any questions regarding this style.

Cover sheet and abstract. Manuscripts should include a **separate cover page** (cover sheet) with the title, authors, their affiliations, and contact information. If multiple authors participated in the paper, identify who is the primary contact for the editor. The first page of the paper should include the paper title, followed by an abstract of not more than 150 words, and then followed by the first section.

Spacing. Manuscripts should be double-spaced. One-inch margins should be used.

Headings and subheadings.¹ APA Style uses a three-level headings system to separate and classify paper sections. Use the headings in order, beginning with level 1. The format of each level is illustrated below (and in this document):

APA Headings	
Level	Format
1	CENTERED, BOLDFACE, UPPERCASE
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.

Illustrations. Tables and figures should be numbered, starting with 1. Do not place tables and figures in the body of the paper. Rather, note in the body of the paper approximately where tables or figures should be placed using double lines with “Insert Table 1 here” between the double lines. Place tables, figures, and appendices after the reference section at the end of the paper. Tables and figures should be in portrait orientation with 1-inch margins on all sides.

Endnotes. Use endnotes, not footnotes, and avoid excessive use of endnotes. The endnotes section should appear at the end of the paper but before the references section.

Electronic file formats. Manuscripts should be submitted electronically as an email attachment in Word[®] file, doc. or docx. format. Do *not* use the PDF file format for submissions.

Personal identifying information. An author’s name or other identifying information (such as title or institutional affiliation) must be removed from the body of the paper, including appendices, footnotes, headings, footers and the electronic file “properties.”

Cover Letter or Email

In your cover letter or email provide the following:

- An abbreviated version of the title of the article in the email subject line and the full title of the article in the body of the email.
- A short description of the particular contribution that the paper makes to the on-going scholarly dialogue.

QUESTIONS ASKED BY THE REVIEWERS

While every article is different in terms of the content it addresses and the issues it discusses, the following list contains questions that reviewers ask as they read and prepare feedback for authors.

Introduction

- Is there a clear statement of the paper’s thesis, with a solid motivation behind it?
- Is the thesis clearly integrated? Are biblical perspectives a major part of the paper?
- Is the thesis interesting to the *JBIB* community?
- Does the thesis extend the discussions in the *JBIB* and related literature on faith integration? How?
- What will a reader learn from this article that he or she could not have known before?
- After reading the introduction, did you find yourself motivated to read further?
- To what degree does the statement of purpose in the introduction correspond with that is actually delivered in the paper as a whole?

Theory and Grounding in Relevant Literature

- Does the paper do a good job of developing the theory behind the thesis?
- Are the core concepts in the paper clearly defined?
- Is the theoretical framework or conceptual issues grounded appropriately in the discipline-specific literature, both in breadth and depth? Are critical references missing? *The need for more thoroughness or saturation in the relevant literature is one of the most frequently noted weakness of JBIB submissions.*
- Do the hypotheses or propositions flow logically from the theory?

Biblical Integration

- Is biblical integration central to the purpose of the paper or is it an add-on, after-thought?
- Does the author base the integration directly in the Bible or only in “faith language”?
- Is the biblical integration “denominationally neutral” in the sense that particular denominational viewpoints are not insisted upon?
- Does the author base integration on “the whole council of God” (both Old Testament and New Testament) and the broad theological messages of the Bible rather than on proof texts?
- Is the context of the biblical passages the author uses handled appropriately?
- If there are opposing points of view to the central issues addressed by the paper, does the paper address these?

Methodology (for reports of empirical research)

- Are the variables and sample appropriate for the hypotheses?
- Does the study have internal and external validity?
- Are the analytical techniques appropriate for the theory and research questions? Were they applied appropriately?
- Are the results reported in an understandable way?
- Are there alternative explanations for the results, and if so, are these adequately discussed?

Contribution

- Does the manuscript make a value-added contribution to the integration literature?
- Does the author provide at least one testable hypothesis or principle?
- Does the manuscript avoid both stridency and simplicity in its treatment of the theme?
- Does the submission stimulate thought or debate?
- Does the author discuss the implications for the readers?

POLICIES

Previously Published Material

The *JBIB* does not publish manuscripts or media reviews that have been published in other journals, books, or magazines.

CBFA Annual Conference Paper Presentations

The *JBIB* editors will consider manuscripts of papers presented at regional or national meetings, including

those presented at the CBFA annual conference. The *JBIB*'s standards for manuscript acceptance may be different from those of conferences. Frequently authors use conferences as forums for early versions of papers. If a paper has been presented at a conference, it is expected that the author(s) will document the changes made, if any, in the manuscript in a letter (or email) accompanying the manuscript.

The *JBIB* is a double-blind, peer-reviewed academic journal, meaning that authors and reviewers are unknown to each other. Authors who submit manuscripts developed from conference presentations should recognize that they forfeit some of the “blindness” in the blind peer review process.

Simultaneous Submissions

The editors do not accept articles that are being submitted simultaneously to other journals.

SUBMISSION INSTRUCTIONS

If you are submitting to a special section, please specify the focus area of your manuscript in the cover letter. *Email submissions are preferred.* Email the electronic file of your submission to:

Larry G. Locke
Editor, *Journal of Biblical Integration in Business*
900 College St. Belton, TX 76513
llocke@umhb.edu

ENDNOTES

- ¹ From Online Writing Lab (OWL) at Purdue (owl.english.purdue.edu)

Journal of Biblical Integration in Business

Guidelines for Book and Media Reviews

The *Journal of Biblical Integration in Business* (JBIB) publishes original reviews of books, journals, social websites, simulations, movies, blogs, or any other form of media that are in alignment with the mission of the journal. There are many good materials that are produced. Not all of them are appropriate for review in JBIB.

Scholars interested in biblical integration have many resources available — and limited time. The JBIB endeavors to assist readers to find the most useful media for classroom, personal or academic use.

In approximately 800-1,500 words typed double spaced, the review should:

- List the full bibliographic details or connection details such as the author(s), publisher, URL, date posted or printed, and number of pages (if a book). Follow these with a “Reviewed by (your name, your college / university / company).”
- Present a summary of the content, thesis, theme, and main contribution of the resource in terms of biblical integration efforts. How wide a scope of issues does the resource cover? Is this an academic resource that contains citations of sources? Does the resource contain appendices and other collateral elements? If so, how useful are these? To what level of depth does the resource address relevant issues? What are the philosophical assumptions behind the concepts, words, or images? Is there an obvious bias on the part of the author(s)? If so, what is that bias? How does the product contribute to, or detract from, biblical integration?
- Discuss the value of the resource for other scholars. Is it worth the time to search out and read, watch, or use?
- State your level of recommendation for the publication or media. To what degree is it useful or not useful to others? Under what conditions?
- Discuss your reasons for your recommendation. Why did you make the recommendation you did? What is the best use of this resource?

Electronic submissions are encouraged. Use Word[®] doc. or docx. file format only.

Send reviews to:

Larry G. Locke
 Editor, *Journal of Biblical Integration in Business*
 900 College St. Belton, TX 76513
 llocke@umhb.edu

Opportunities for Publishing in the Journal

For many years *JBIB* has been an outlet for the scholarship by authors of all experience levels. First-time authors are encouraged to submit their papers (but please read the guidelines carefully before submitting your work). Building on the faith integration scholarship that has been produced thus far by other scholars, as published in *JBIB* and in other settings, what are ways that *JBIB* mission might be advanced? By writing and submitting articles:

- on the topic of **faith integration**: What is faith integration? An end state or a process? If it is a process, what do we know about it?
- that foster **dialogue** between practicing business professionals and clergy and between business scholars and biblical scholars or clergy
- that result from Christian business scholars/authors who **collaborate** with others.
- that study the opportunities and problems of business as an appropriate setting for **evangelism, apologetics** and **religious dialogue**.
- that study the problem of **biblical illiteracy** and point the way toward solutions.
- that evaluate a business “**school of thought**” from the perspective of Scripture and theology.
- that study dimensions of **personal religious experience** observed in the context of business practice.
- on **business history** and faith integration in practice.
- on **hermeneutics** (principles of biblical interpretation).
- that deal with **empirical research**.
- on standard **business topics** that deserve further study from the biblical point of view on selected Scripture passages.
- that **review** books and media relevant to the mission of *JBIB*.

These are just examples. If what you are thinking about submitting does not appear on this list, contact the editor. Keep in mind that this is a peer-reviewed journal and that editorial decisions are not made based on a description of what you might write but rather on the finished paper after it has gone through the peer-review process. The peer-review process does not guarantee that your paper will be accepted.

EDITORIAL & PUBLISHING CALENDAR

Articles and book or media reviews must be submitted by **April 30** in order to be considered for the **Fall** issue of the *JBIB*. The process of peer review, editorial review, and author revisions can take three to four months or longer depending on the readiness of the paper for editorial selection. Most papers typically go through multiple revisions before an editorial decision is made. April 30 is the cut-off date, but some papers submitted this late also need more work by author(s).

Send articles, book and media reviews to:

Larry G. Locke
Editor, *Journal of Biblical Integration in Business*
900 College St. Belton, TX 76513
llocke@umhb.edu

Call for Reviewers

Consider serving as a peer reviewer for *JBIB*! Your service as a peer reviewer contributes to the realization of benefits for yourself and for others:

Peer reviewers get benefits

- See firsthand what other scholars are thinking, and how they construct their papers, and how they specify a thesis and then develop it
- Get ideas for articles that need to be written
- Become more familiar with the mission of *JBIB*
- Use peer review experience as a stepping stone for being an author
- Deepen their own understanding of Scripture
- Practice critical thinking on difficult issues
- An opportunity to make a difference in someone else's scholarship experience

Authors get benefits

- Get multiple perspectives from peer reviewers who serve as agents of readers
- Improve their ability to distance themselves from their own work in order to have a fresh look through someone else's eyes
- Improve their understanding of the mission of *JBIB*
- Tighten up their arguments and clarify thinking that otherwise might be confusing to readers
- Develop new or deeper insights
- Clarify the unique contribution of their paper to the larger stream of scholarly dialogue
- Improve their ability to get to the "truth" (reality) of what their paper is attempting to say to the wider community of learning
- Learn specific places in the paper where improvements can be made
- Make a difference in someone else's faith integration experience

The wider community of learning gets benefits

- Improved critical thinking about complex issues
- Improved understanding of Scripture and the truth about God
- Deeper understanding of the theology of business
- Inspiration to share insights with others (students, business practitioners)
- Improved quality of thinking of the faith community as a whole on issues relevant to the Scriptural foundations for business
- Over time, the ongoing faith-integration process at the community level is fostered
- And more!

If you would like to serve as a peer reviewer, contact the editor via email. In your email, specify which areas of your business and economics training and experience you are prepared to use to help authors and the broader community of learning. Ask for a copy of the "Reviewer Guidelines." Thank you!