

Author Guidelines

Introduction

Journal of Management and Business Administration (JMBA) is an International Open Access Journal which produced by Writers Bureau Centre. The journal publishes high-quality research articles in all the fields of management and business studies. JMBA is currently accepting manuscripts for publication consideration. The Journal's peer-review is very fast, highly rigorous and it takes only seven (7) days and authors are carried along adequately in all the publication processes. Submission must be well researched, informed and demonstrate familiarity with the relevant literature and key concept informing the study. Further, the article(s) submitted for publication consideration should not have been published previously in another journal, magazine nor on any publicly available media like a website.

Format: The basic outline of publishing a research article with JMBA includes Abstract (100-200 words + keywords), introduction (*incorporating a concise background to the study, statement of problem and thesis statement*), methodology, results, discussion, conclusions and recommendations.

JMBA accepts articles that are between 2,500-3,500 words in length (5-7). The articles should be in English, in Microsoft Word, Times Roman, Size 12, Single spacing.

The style of writing may be in any consistent format such as Harvard system, APA, MLA, Chicago, Turabian, etc). We encourage authors to use DOI (Digital Object Identifier) for sources where suitable. Images (figures and tables) should be in-line (within document) and not more than 700 pixels. As much as possible, try to minimize the use of images or ensure you have a copyright to use the images.

JMBA Publication Process

The process of publishing with JMBA entails the following:

Receipt of the manuscript: Emails: jmba@writersbureau.net | jmbajournal@gmail.com

Acknowledgement: Once the manuscript has been submitted, the journal's editor or editorial staff will acknowledge receipt with an e-mail.

First reading: JMBA conducts an in-house review to determine if the manuscript fits the journal demands. Once in-house review is done, JMBA sends an e-mail to indicate that the manuscript has been sent out for review (peer review). If the journal rejects your manuscript on an in-house reading, the editor will inform you of the decision and may offer an explanation for the rejection. If the rejection letter offers suggestions for improving the manuscript, consider the advice carefully. Your feelings may be hurt, but incorporating the counsel may enable you to place your manuscript elsewhere.

Referees: The editor will send your manuscript to two (2) referees. Editors select referees on the basis of the manuscript's subject matter and the needs of the journal. With JMBA, the refereeing process takes 7 days. Review of manuscripts is a double-blind process. The author does not know who reviewed the manuscript, and the referees do not know who wrote the article.

Author Guidelines

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Feedback from the referees: Referees advise the editor whether the manuscript is suitable for publication, with major or minor revisions, or unsuitable for publication. No matter the determination, referees are expected to provide commentary on the manuscript. Referees are chosen because they are familiar with the subject area and anxious to see good scholarship published. Their comments can provide helpful guidelines to improving your work. As an author, it may be difficult to accept the criticisms offered on a manuscript you viewed as exceptional.

Revisions: Once the work has been refereed, the Journal takes up the recommended revisions. Most manuscripts that are accepted for publication require some revision. If JMBA deem a particular revision is not needed, the decision may be explained to the editor when re-submitting the revised article.

Images, Figures, and Tables: If the manuscript being submitted has Figures or Tables (images) for publication, JMBA checks for permissions to publish and provide captions and attributions. Otherwise try to minimize the use of images from external sources.

Copyediting: Your revised manuscript is copyedited by JMBA editorial team (Copyediting is intended to remove spelling, syntax, or grammatical errors and make the manuscript conform to the print requirements of the journal).

Publication: After copy editing, the work is ready for publishing. The author can afford to sit back and enjoy the accolades that his/her hard work and careful scholarship have produced. It takes a maximum of four (4) weeks to publish with JMBA.

Author(s): Each is required to submit 3-4 lines of his / her profile.

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