

Guidelines for Contributors

EDITORIAL OBJECTIVES

The objective of the *DLSU Business & Economics Review* (*DLSU B&E Review*) is to publish high-quality

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www.asean-cites.org). Since it is the major

Reviews of new books (published no more than one year prior to the review date) will also be considered. The review of a second or a revised edition is discouraged, unless the revisions are substantial. Reviews of textbooks will not be considered. A separate section called “Book Reviews” will be added to the journal issue when necessary.

PUBLICATION DETAILS

The *DLSU B&E Review* is published twice a year. Unless otherwise noted, the ideas, opinions, and conclusions expressed in the *DLSU B&E Review* are those of the authors and not necessarily those of the Editorial Board or the management and staff of De La Salle University.

REVIEW PROCESS

The journal uses double-blind peer review, in which both reviewers and authors are anonymous to each other. Papers are reviewed by an Advisory Editorial Board and invited experts in the fields of accounting, business management, commercial law, economics, finance, and marketing. From the pool of articles reviewed, six or more papers are reviewed again by the Editor-in-Chief. If major revisions are required, the papers are sent back to the authors for revision and re-submission. Each author of a paper not accepted is given a written notice of the action taken on his/her paper. The Editorial Board of the *DLSU B&E Review* reserves the right to keep copies of all papers submitted.

SUBMISSION OF INITIAL MANUSCRIPT

The authors may submit their manuscript together with a cover letter electronically to the Editor-in-Chief at tereso.tullao@dlsu.edu.ph, the Associate Editor at marites.tiongco@dlsu.edu.ph, and to the Editorial Assistant at daisy.mojares@dlsu.edu.ph. Please include in the cover letter the main theme of the paper, the novelty of the paper, and relevant contribution to the DLSU B&E Review.

Before submission, authors must carefully read the guidelines for authors and make sure the paper conforms to these guidelines. For reference, you may want to look at related papers that DLSU Business and Economics Review have published in recent years available online . Each manuscript is checked for plagiarism, and assessed if it is complete, readable and appropriate for this journal. If the manuscript merits having experts to review it, the journal editor will appoint reviewers.

In addition, manuscripts must be copy-edited, not just proof-read, for English fluency and clarity before submitting it for publication. It is highly advisable to have a professional editor copy-edit the main text, list of references, tables and figures. Papers not conforming to the guidelines and referencing style of DLSU Business and Economics Review will be returned to the author with no comments.

STYLE GUIDELINES

A manuscript should follow guidelines given in the Publication Manual of the American Psychological Association, 5th edition (APA style). It should not exceed 20 pages, inclusive of text, tables, figures, references, and appendices. The manuscript should be typed with Arial or Times New Roman 12 pt. font, double-spaced,

on 8½ x 11-inch page size, with a margin of one inch on all sides. The right-hand margin should have justified alignment. Equations must be numbered. Tables should be inserted as an MS Word-formatted table, not as an image. Figures and charts should also be inserted as an MS Excel-formatted figure or graph. Images must be clear and clean, and should be set at 300 dpi for color or grayscale. Footnotes should not be used for reference purposes and should be avoided when possible. All references and/or content notes must be placed at the end of the text. Abstracts should be no longer than 200 words, and it should summarize the objective, methods, results, and conclusion. Up to ten keywords should be provided for easy indexing, and if possible, subject keywords