

JOURNAL OF BUSINESS & ECONOMIC PERSPECTIVES (JBEP) INSTRUCTIONS FOR PREPARING ARTICLE FOR FINAL SUBMISSION

Follow instructions below carefully in preparing your final accepted manuscript for publication in the JBEP. Failure to conform to these guidelines could delay publication of your manuscript.

WORD PROCESSOR. Manuscripts must be a MS Word 2013 or lower for Windows file. Do **not** code “read only;” we must be able to re-format if necessary.

PAPER SIZE. The paper size for the manuscript must be at 6”x9”.

FONT. Your manuscripts should be Times New Roman. The headings should be 10 point and bold. The body should be 10 point and justify.

SPACING. Single space all text. Use no paragraph indents. Double space between paragraphs.

MARGINS. 1 inch on all sides.

TITLE. Begin paper with title (10 point and bold), with first letter of each word in the title capitalized. Double space and follow title with author name (10 point and bold). Single space and follow author name with author’s affiliation (10 point and italicize). If multiple authors, continue down page in this format.

ABSTRACT. Follow the title/author listing with an abstract of no more than 100 words in italics.

SECTION/HEADINGS. There should be no more than three levels of headings. The first section should be titled “Introduction.”

Level One headings should be all caps, bold, 10 point, and left justified.

Level Two headings should begin each word with capital letter, bold, 10 point and left justified.

Level Three headings will be the same as Level Two, but italicized.

END NOTES. **Use footnotes only**- No endnotes. Number them consecutively throughout the manuscript with superscripted Arabic numerals. Place all endnotes together at end of manuscript before the References section. Footnotes should be 8 point.

TABLES. Each table with appropriate heading should be placed into the manuscript where you think it should go, usually as soon as possible after referring to the table. Try to avoid horizontal tables.

FIGURES. Each figure with appropriate heading should be placed into the manuscript where you think is appropriate. Make every effort to avoid “landscape” orientation and color in figures.

REFERENCES. References should appear alphabetically by author’s last name at end of paper. Citations in paper body should be in (parentheses). Example of citation:
“...as the data indicate, Smith (1978) has stated...”

Only include references actually cited in paper. Do not number the entries. Example:

Smith, Arthur G., Economies, New York: Godwin 1978.

Smith, Arthur G., “Teaching Economies,” *Journal of Economic Education*, Spring 1976, 7, 4-12.

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