

SJB Style Guide

GENERAL INFORMATION

Authors are responsible for the correct formatting of their manuscripts, and must submit their manuscripts based on *SJB* Style guide.

All manuscripts must be written in English and typed on one side, double-spaced (including references) in 12-point Times Roman font.

MANUSCRIPT ORDER AND CONTENT

Cover page (page 1)

The first page of each paper should be a cover page that contains the title, authorship, and an introductory footnote with professional titles and mailing addresses of the authors and any acknowledgement.

The title of the manuscript is centered on the first page; author names are listed below the title and appear in all caps.

An asterisk appears at the end of the author names.

Especially, authorship information must reveal main or first author and coauthor.

Abstract page (page 2)

The second page should include an abstract not exceeding 100 words that substantively summarizes the article. A short list of no more than five keywords should be included as index words.

Text (begins on page 3)

Headers and Footers

- Omit all headers and footers (i.e., author names or article title) from all pages.

Headings (three levels only)

- Major headings are centered, capitalized, and in bold type; add an extra carriage return (an additional double space) before and after heading.
- Subheadings are in caps and lowercase, flush left; add an extra carriage return before and after heading.

- Tertiary headings are in capital and lowercase letters, paragraph indented, italicized, and punctuated with a period; add an extra carriage return before heading. Text follows on same line.

Capitalization within text

- Use lowercase for referencing: table 1, equation 1, appendix A, hypothesis A, study 1, experiment 1.

Hypotheses

- Bold, indented, syllabus style (double spaced in your manuscript):
H1: Classifier-related clustering in recall should be more likely to occur for speakers of classifier languages than for speakers of nonclassifier languages.
- Use lowercase and spell out in text (hypothesis 2).

Footnotes

- **Use of footnotes is discouraged.** Please include all information in the body of the text itself.

Citations

- Citations are by the author's last name and date of publication enclosed in parentheses without punctuation: (Yi 1990).
- Multiple citations are listed alphabetically and separated by semi-colons: (Bagozzi and Yi 1988; Choi and Kim 1997).
- Multiple citations by the same author(s) are separated by a comma: (Nam 2000, 2004).
- If an author has published two or more works in the same year, list them alphabetically by title in the references, differentiated by letters after the date in both the reference list and the text: (2004a, 2005b).
- Two authors: **always** cite both authors (e.g., Ali and Hwang 2000).
- Three authors: **always** cite all authors (e.g., Kim, Menzefricke, and Feinberg 2002).
- Four or more authors: **always** use first author's name and et al.
- If the page number is to be included it follows the year of publication after a colon: (e.g., Lee and Lim 2009: 48)

Appendixes

If Appendixes are provided (not necessary), they appear on a new page after the text and before the Reference section. Multiple

appendixes are labeled with letters (Appendix A, Appendix B). A single appendix is labeled without the letters (Appendix).

References

References must be double-spaced with a hanging indent and begin on a new page following the text (or appendixes, if any). Each reference should be cited in the text at an appropriate place. **Do not include uncited works in the reference list.**

List references alphabetically by last name of the first author. Subsequent authors in the entry are listed by first and last name.

Articles by a single author precede coauthored works by that author. If a single author has more than one article, substitute a one-inch line for the name in the second and subsequent references. If an identical group of authors has more than one article, substitute a one-inch line for the same (identical) group of authors in the second and subsequent references. **Never use a line followed by names. If the names change, list them all.**

Arrange more than one work by an author or team of authors from the oldest to the most recent work, and alphabetically by title within the same year:

- Bagozzi, R. P. and Y. Yi (1988), "On the Evaluation of Structural Equation Models," *Journal of the Academy of Marketing Science*, 16(Spring), 74-97.
- _____. (1993), "Multitrait-Multimethod Matrices in Consumer Research: Critique and New Developments," *Journal of Consumer Psychology*, 2(1), 143-170.
- Lee, K. (2002), "Localized Competition, Organizational Changes, and Organizational Mortality: A Study on Early Legal Service Industry in the New York City," *Seoul Journal of Business*, 8(1), 61-85.
- Song, J., N. Park, and J. Mezias (2002), "Do Strategic Alliances Matter in the Electronic Marketplace?" in *Cooperative Strategies and Alliances*, F. J. Contractor and P. Lorange eds., Elsevier Science, 689-703.
- Doe, J. R. and M. Smith (2000), "Learning from the Web," <http://www.learning.org/>.

Tables

Tables follow the list of references. Each table should be numbered consecutively, submitted on a separate page (one per page) and collated at the end of the manuscript. Do not insert tables in the text. Indicate appropriate table placement in the text as follows:

Insert table 1 about here

Refer to tables in text by number (e.g., table 1).

Do not insert the entire table in a text box. Use Word's table feature with columns and rows.

Figures

Each figure should be numbered consecutively, centered at top of page, submitted on a separate page (one per page), and collated at the end of the manuscript—do not insert figures in the text. As described below, all titles, legends, and notes should be included with each figure. If there is only one figure, number it as figure 1.

Indicate appropriate figure placement in the text as follows:

Insert figure 1 about here

Refer to figures in text by number (e.g., figure 1).

