

# BESS™ STYLE GUIDE

## MANUSCRIPT SUBMISSION AND FORMAT

Submit manuscripts to the editor at [editor@globalaccesspartners.org](mailto:editor@globalaccesspartners.org)

Please use Times Roman 12-point font. The document should be double spaced throughout; place page numbers in the bottom-right corner; and leave top and side margins of at least 2.5cm.

## PUBLICATION OF ACCEPTED ARTICLES

Accepted papers are not copy-edited. Authors must edit final proofs.

## FRONT PAGES

Under the title of your work, list authors' names, university affiliations or organisation, and complete addresses. Example:

AN EXCELLENT STUDY  
A. A. MANAGEMENT SCHOLAR  
Current University  
Building and/or Street  
City, State, Post Code  
Tel: (000) 000-0000  
Fax: (000) 000-0000  
Email: scholar@univ.edu

## ACKNOWLEDGMENT

If you wish to acknowledge financial support or other assistance, add a note at the bottom of your title page.

## ABSTRACT

An abstract of no more than 200 words and the title of the work go on page 2. The abstract should address the five BESS™ qualities

1. Topic
2. Evidence
3. Originality
4. Usefulness
5. Persuasiveness

## BACK PAGES

Group any references and appendixes, tables, and figures at the end of your manuscript. Continue your page numbering

## HEADINGS AND SECTIONS

BESS™ uses only three levels of headings. Use Word-heading 1, 2 & 3 function.

Don't skip steps: no second-level headings before you use a first-level heading, for instance.

### Examples:

Methods [1st level]

Data and Sample [2nd level]

Measures [2nd level]

Independent variable [3rd level]

Dependent variables [3rd level]

## LENGTH

**Articles** should be a maximum of 9,000 words.

**Research notes** should be a maximum of 4,000 words

**Essays** should be a maximum of 2,000 words.

## STRUCTURE

**Articles** should follow this paper structure (1st level headings only listed here):

1. Introduction
2. Literature review
3. Methodology
4. Findings
5. Discussion
6. Conclusion
7. References

**Research notes** should follow this paper structure (1st level headings only listed here):

1. Topic: what is the idea?
2. Significance: why is this important?
3. Innovation: what is new?
4. Relevance: why do managers need to know about it?

5. Application: how can this idea be applied?
6. Credibility: what should we trust this idea? (build on previous knowledge or experience)
7. Track record: where is the evidence? (case study or other)

While this structure is recommended, it is not essential. Authors may still submit papers if they do not wish to follow this structure.

**Essays** do not have to follow any particular structure. If in doubt, follow the structure of the research notes.

## REFERENCING

BESS™ adheres to the Harvard Referencing Style Guide.

## FOOTNOTES

Use footnotes placed on their respective pages (not endnotes).

## TABLES AND FIGURES

The preferred format for regular tables is Microsoft Word; however, Acrobat PDF is also acceptable. Note that a straight Excel file is not currently an acceptable format. Excel files should be converted to a Word or PDF document before being uploaded.

Tables should be formatted as follows. Arrange the data so that columns of like material read down, not across. The headings should be sufficiently clear so that the meaning of the data is understandable without reference to the text. Tables should have titles and sufficient experimental detail in a legend immediately following the title to be understandable without reference to the text. Each column in a table must have a heading, and abbreviations, when necessary, should be defined in the legend or footnote.

Number tables and figures consecutively (one series for tables, one for figures). Place them at the end of your manuscript, but indicate the position of each in the text as follows:

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Insert Table 2 about here

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Each table or figure needs an introductory sentence in your text.

### **BIOGRAPHICAL SKETCHES**

Each author of an accepted article is asked to submit a biographical sketch of about 70–150 words.

Your sketch should identify where you earned your highest degree, your present affiliation and position, and your current research or business interests. Authors should include an e-mail address.