

## **Manuscript Presentation**

The journal's language is English. British English or American English spelling and terminology may be used, but either one should be followed consistently throughout the article. Please double-space all material, including notes and references. Quotations of more than 40 words should be set off clearly, either by indenting the left-hand margin or by using a smaller

typeface. Use double quotation marks for direct quotations and single quotation marks for quotations within quotations and for words or phrases used in a special sense.

Number the pages consecutively with the first page containing:

- running head (shortened title)
- article type (if applicable)
- title

## **Abstract**

Please provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

## **Key Words**

Please provide 5 to 10 key words or short phrases in alphabetical order.

## **Abbreviations**

Abbreviations and their explanations should be collected in a list.

## **Figures and Tables**

Lines should not be thinner than 0.25pts and in-fill patterns and screens should have a density of at least 10 percent. For bitmap graphics, TIFF is the preferred format. The following resolutions are optimal: black-and-white line figures – 1200 dpi; line figures with some gray or coloured lines – 600 dpi; photographs – 300 dpi; screen dumps – leave as is. The letter size of any text in the figures must be large enough to allow for reduction. If a figure contains colour, make absolutely clear whether it should be printed in black-and-white or in colour. Figures that are to be printed in black-and-white should not be submitted in colour. Authors will be charged for

reproducing figures in colour. Each figure and table should be numbered and mentioned in the text. The approximate position of figures and tables should be indicated in the margin of the manuscript. Figures and tables should be placed at the end of the manuscript following the Reference section. Each figure and table should be accompanied by an explanatory legend. The figure legends should be grouped and placed on a separate page. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table.

## **Section Headings**

First-, second-, third-, and fourth-order headings should be clearly distinguishable.

## **Appendices**

Supplementary material should be collected in an Appendix and placed before the Notes and Reference sections.

## **Notes**

Please use endnotes only. Notes should be indicated by consecutive superscript numbers in the text and listed at the end of the article before the References. A source reference note should be indicated by an asterisk after the title. This note should be placed at the bottom of the first page.

## **Cross-Referencing**

In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses and page number(s) where appropriate. When there are more than two authors, only the first author's name should be mentioned, followed by "et al". In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like "a" and "b"; after the date to distinguish the works.

Examples:

Winograd (1986, p. 204)

(Winograd, 1986a, 1986b)

(Flores et al., 1988; Winograd, 1986)

(Bullen and Bennett, 1990)

## **Acknowledgements**

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References.

## **References**

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the paper in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text (e.g., T. Moore, personal communication).

References to books should include the author's name; year of publication; title; page numbers where appropriate; publisher; place of publication, in the order given in the example below.

Kotler, P.: 1980, *Marketing Management: Analysis, Planning and Control* (Prentice Hall, Englewood Cliffs, NJ), pp. 5–11.

References to articles in an edited collection should include the author's name; year of publication; article title; editor's name; title of collection; first and last page numbers; publisher; place of publication, in the order given in the example below.

Newton, L.: 1988. "The Hostile Takeover: An Opposition View", in T. Beauchamp and N. Bowie (eds.), *Ethical Theory and Business*, 3rd edition (Prentice Hall, Englewood Cliffs, NJ), pp. 501–510.

References to articles in conference proceedings should include the author's name; year of publication; article title;

editor's name (if any); title of proceedings; first and last page numbers; place and date of conference; publisher and/or organization from which the proceedings can be obtained; place of publication, in the order given in the example below.

Chan, C.F. and K.H. Lee: 1986, "Organisational Culture and Salesperson's Ethical Position", in R.T. Hsieh and S. Scherling (eds.), Proceedings of the Academy of International Business SEA Regional Conference (National Chiao Tung University, Tapei), pp. 3-9.

References to articles in periodicals should include the author's name; year of publication; article title; full title of periodical; volume number (issue number where appropriate); first and last page numbers, in the order given in the example below.

Sims, R.R.: 1992, "The Challenge of Ethical Behaviour in Organizations", Journal of Business Ethics 11(7), 505-513.

### **Cross-Referencing**

References to technical reports or doctoral dissertations should include the author's name; year of publication; title of report or dissertation; institution; location of institution, in the order given in the example below.

Glover, S.H.: 1991, "The Influences of Individual Values on Ethical Decision Making", Unpublished doctoral dissertation, University of South Carolina, Columbia, SC.

### **Proofs**

Proofs will be sent to the corresponding author by e-mail (if no e-mail address is available or appears to be out of order, proofs will be sent by regular mail). Your response, with or without corrections, should be sent within 72 hours. Please do not make any corrections to the PDF file.

Minor corrections (+/- 10) should be sent as an e-mail attachment to: [proofscorrection@springer-sbm.com](mailto:proofscorrection@springer-sbm.com).

Always quote the four-letter journal code and article number and the PIPS No. from your proof in the subject field of your e-mail. Extensive corrections must be clearly marked on a printout of the PDF file and should be sent by first-class mail (airmail overseas).

### **Offprints**

Twenty-five offprints of each article will be provided free of charge. Additional offprints (both hard copies and PDF files) can be ordered by means of an offprint order form supplied with the proofs.

### **Page Charges and Colour Figures**

No page charges are levied on authors or their institutions. Colour figures are published at the author's expense only.

### **Copyright**

Authors will be asked, upon submission of an article, to transfer copyright of the article to the Publisher. This will ensure the widest possible dissemination of information under copyright laws. The form can be found and downloaded from the Editorial Manager homepage.

**Permissions**

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of figures, tables or poems from unpublished or copyrighted material.

**Springer Open Choice**

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription based article, but in addition is made available publicly through Springer's online platform SpringerLink. To publish via Springer Open Choice, upon acceptance please visit [www.springeronline.com/openchoice](http://www.springeronline.com/openchoice) to complete the relevant order form and provide the required payment information. Payment must be received in full before publication or articles will publish as regular Journal of Business Ethics References subscription model articles. We regret that Springer Open Choice cannot be ordered for published articles.

**Additional Information**

Additional information can be obtained from:

Journal of Business Ethics

Springer

P.O. Box 17

3300 AA Dordrecht

The Netherlands

Fax: +31-78-6576254

Internet: <http://www.springeronline.com>