

## Manuscript Submission Guidelines: *International Small Business Journal*

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The **International Small Business Journal (ISBJ)** is a global, multi-disciplinary publication for the dissemination of high-quality, academic research articles examining small business, SMEs and entrepreneurship. The emphasis of the journal is on high quality, research based studies which contribute to theory, critical understanding and policy formulation on small firms, SMEs and entrepreneurship.

Papers published in the **ISBJ** cover theoretical, methodological and empirical studies spanning a broad range of disciplines and perspectives. The emphasis is on articles that are of the highest quality in the field of enquiry, as the journal endeavours to provide a critical forum for world class contributions which make an impact amongst stakeholders..

This refereed journal is of relevance to academics, policy makers and analysts in government and business, who seek to understand small firms, SMEs and entrepreneurship by drawing upon a theoretically informed evidence base.

### 1. Peer review policy

All **ISBJ** manuscripts are screened initially by the Editor-in-Chief, Editor and a Consulting Editor. Only those papers that meet the scientific and editorial standards, and fit within the aims and scope of the **ISBJ**, will be sent for full blind peer review. Papers for full review will be sent to at least two expert referees. The **ISBJ** adheres to a rigorous double-blind reviewing

policy, in which the identity of both the reviewers and author(s) are always concealed from both parties.

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## 2. Article types

The **ISBJ** publishes original papers that raise our knowledge base and levels of theorising on small business, SMEs and entrepreneurship. The Journal considers the following sort of submissions:

- i. Full Research Articles: normally between 6,000 to 8,000 words.
- ii. Research Notes: these are shorter and less common submissions. They may, for example, cover work that is mainly empirical or thought pieces; a response to an earlier publication in the Journal; or major work in progress that deserves a wide readership.
- iii. Book reviews: these are commissioned by the book reviews editor but suggestions are welcome

The **ISBJ** welcomes papers that are multidisciplinary or interdisciplinary, as well as those from traditional disciplines, such as economics, psychology and sociology, that relate to rigorous studies of small firms, SMEs or entrepreneurship. Papers published in the Journal tend to cover the following areas, although these are not meant to be comprehensive and other novel or related themes are welcome:

- Small business and entrepreneurship theory and theory development
- Methodological issues and contributions to critical debates
- The entrepreneurial process, opportunity recognition through to business transfer/closure
- The motivations and characteristics of business owners, socio-economic class, gender and ethnicity etc which influence entrepreneurial processes and outcomes
- Analyses of different forms of small firms and SMEs, family firms, franchises, management buy-outs and self-employment, social enterprises etc.
- Strategic issues in entrepreneurship and small business, analyses of marketing, finance, human resources and technology management
- Entrepreneurship education and entrepreneurial learning
- Labour market, employment, job satisfaction and employment relations in small firms
- The impact of entrepreneurship and small business activity on human beings, the economy and society, job-generation and types, culture and social class etc.
- Entrepreneurship and small business in different geographical environments, national and regional analyses, transition and mature economies
- Internationalisation processes, challenges and effects
- E-commerce, E-entrepreneurship and other technological influences upon entrepreneurial activity and business configuration
- Institutional influences upon entrepreneurship and small business activity, analyses of public policy and interventions connected with small business and entrepreneurship

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## 3. How to submit your manuscript

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

**ISBJ** is hosted on SAGE track a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Please read the Manuscript Submission guidelines

below, and then simply visit <http://mc.manuscriptcentral.com/isbj> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

All papers must be submitted via the online system. If you would like to discuss your paper prior to submission, please refer to the contact details below.

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#### **4. Journal contributor's publishing agreement**

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

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#### **5. Declaration of conflicting interests**

Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. **ISBJ** does not require a declaration of conflicting interests but recommends you review the good practice guidelines on the [SAGE Journal Author Gateway](#).

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#### **6. Other conventions**

Articles should be in English and double spaced in a MS Word format and be 6,000 to 8,000 words, together with up to four keywords, although longer or shorter contributions are not necessarily excluded. For example, short research notes including a response to an earlier paper, empirical contributions, or critical reviews, are also welcome. Submissions should include: a covering letter with author(s) full name, affiliation and contact details; up to four keywords; a confirmation that all authors have agreed to the submission and that the article is not currently being considered for publication by any other journal; and suggested names of up to four individuals, who may be suitable to serve as referees, but the Editors are under no obligation to use all or any of these individuals as reviewers. Upon receipt, manuscripts will receive a reference number to enable authors and editors to track the paper. If papers pass initial screening, full-referees are asked to submit their reports within four weeks although currently this may vary depending on the flow of copy.

*International Small Business Journal* is hosted on ScholarOne™

Manuscripts, a web based online submission and peer review system - SAGETRACK. Please read the Manuscript Submission guidelines below, and then simply visit <http://mc.manuscriptcentral.com/isb> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is possible that you will have had an account created.

All papers must be submitted via the online system. If you would like to discuss your paper prior to submission, please refer to the contact details below:

*Valerie Thorne Kingston University, UK*  
[Email: V.Thorne@kingston.ac.uk]

#### *Format of MSS*

Each manuscript should contain:

- (i) title page with full title and subtitle (if any). For the purposes of blind refereeing, full name of each author with current affiliation and full address/phone/fax/email details plus short biographical note should be supplied on a separate sheet.
- (ii) abstract of 100-150 words
- (iii) up to 4 key words
- (iv) main text and word count. Text to be clearly organized, with a clear hierarchy of headings and subheadings and quotations exceeding 40 words displayed, indented, in the text
- (v) end notes, if necessary, should be signalled by superscript numbers in the main text and listed at the end of the text before the references

*Books for review and manuscripts of reviews should be sent to:*

Mark Freel,  
Telfer School of Management,  
University of Ottawa,  
55 Laurier East Ottawa,  
ON, USA.  
Email: Freel@telfer.uottawa.ca

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## **7. Acknowledgements**

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

### **7.1 Funding Acknowledgement**

To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), **ISBJ** additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant number xxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semi-colon, with “and” before the final funder. Thus:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

In some cases, research is not funded by a specific project grant, but rather from the block grant and other resources available to a university, college or other research institution. Where no specific funding has been provided for the research we ask that corresponding authors use the following sentence:

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Please include this information under a separate heading entitled “Funding” directly after any other Acknowledgements prior to your “Declaration of Conflicting Interests” (if applicable), any Notes and your References.

For more information on the guidance for Research Funders, Authors and Publishers, please visit: <http://www.rin.ac.uk/funders-acknowledgement>

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## 8. Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, Please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

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## 9. Manuscript style

### 9.1 File types

Only electronic files conforming to the journal's guidelines will be accepted. Preferred format for the text and tables of your manuscript is Word DOC. Please also refer to additional guideline on submitting artwork below.

### 9.2 Journal Style

**International Small Business Journal** conforms to the SAGE house style. [Click here](#) to review guidelines on SAGE UK House Style.

### 9.3 Reference Style

**ISBJ** operates a SAGE Harvard. [Click here](#) to review the guidelines on SAGE Harvard to ensure your manuscript conforms to this reference style.

### 9.4. Manuscript Preparation

The text should be double spacing throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

#### 9.4.1 Your Title, Keywords and Abstracts: Helping readers find your article online

The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google or Scopus. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on [How to Help Readers Find Your Article Online](#).

#### 9.4.2 Corresponding Author Contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors.

#### **9.4.3 Guidelines for submitting artwork, figures and other graphics**

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

If, together with your accepted article, you submit usable colour figures, these figures will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. If a charge applies you will be informed by your SAGE Production Editor. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

#### **9.4.4 Guidelines for submitting supplemental files**

**International Small Business Journal** does not currently accept supplemental files.

#### **9.4.5 English Language Editing services**

Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit <http://www.sagepub.co.uk/authors/journal/submission.sp> for further information.

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## **10. After acceptance**

### **10.1 Proofs**

We will email a PDF of the proofs to the corresponding author.

### **10.2 E-Prints and Complimentary Copies**

SAGE provides authors with access to a PDF of their final article. For further information please visit <http://www.sagepub.co.uk/authors/journal/reprint.sp>. We additionally provide the corresponding author with complimentary copy of the print issue in which the article appears up to a maximum of 5 copies for onward supply by the corresponding author to co-authors.

### **10.3 SAGE Production**

At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (<http://online.sagepub.com/>). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in **ISBJ** with SAGE.

## **11. Further information**

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial team by email or the Editorial Office as follows:

Editorial Office, **ISBJ**, Small Business Research Centre, Kingston Business School, Kingston University, Kingston Hill, Kingston-upon-Thames, Surrey KT2 7LB, UK

Email: [r.blackburn@kingston.ac.uk](mailto:r.blackburn@kingston.ac.uk); [smhum@dmu.ac.uk](mailto:smhum@dmu.ac.uk); and [v.thorne@kingston.ac.uk](mailto:v.thorne@kingston.ac.uk)

Robert Blackburn and Susan Marlow, Editors **ISBJ**

Valerie Thorne, Editorial Assistant **ISBJ**