Paper title here: Please keep it no more than two lines

Author 1 Full Name 1

Author 2 Full Name 2,\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Corresponding author

1 Institution Name 1, Country

2 Institution Name 2, Country

***Abstract***

Purpose *– xxxxxxxxxxxx italic font.*

Method *– xxxxxxxxxxxx.*

Findings *– xxxxxxxxxxxx.*

Limitations *– xxxxxxxxxxxx.*

Implications *– xxxxxxxxxxxx.*

Originality *– xxxxxxxxxxxx.*

**Keywords:** one, two, three, four, five, up to six.

**Reference** to this paper should be made as follows: Fullname1, F.A., Fullname2, S.A. (yyyy). Paper title here: Please keep it no more than two lines. Journal of Business and Management, vv(n), mmmm, pp-pp. DOI: 10.6347/JBM.20xxxx\_vv(n).0001.

**Heading One**

All headings should be in bold face with the font size of Book Antiqua 14 point for first-level and 12 point for the second and third levels. First-level headings should be centered and set in initial caps (e.g., **Research Method**). All headings must be preceded with two line spaces. All paragraphs are single spaced with the font size of Book Antiqua 12 point.

Paragraph 2 starts here. A paragraph must begin with a paragraph indentation and right justified, and be preceded with one line space. Xxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx.

**Second-Level Headings**

Second-level subheadings should be set flush left with initial caps of all words.

***Third-level headings***

Third-level subheadings should be set flush left with initial cap and italic font. Please do not use headings other than these three types. A one-line space should separate these sub-/headings from the preceding text.’

**Authors**

The name of author, affiliation, country, and e-mail address should be centered with initial caps. Do not use titles such as Dr., Professor, etc.

**Abstract**

Introduce the paper with a structured abstract of approximately 300 to 500 words. Begin with centered heading “ABSTRACT” set above the double-spaced abstract text. The abstract should properly describe the findings or arguments presented in the paper with 6 sections: Purpose, Method, Findings, Limitations, Implications/recommendations, and Originality/contribution.

**Keywords**

Keywords should be set flush left one line below Abstract with no more than 6 keywords.

**Body**

Please follow these guidelines: 1) set all margins 2.54 centimeter or 1 inch on A4 papers; 2) begin with a first-level heading below the abstract that introduces the body of the paper; 3) double-space the body of the paper; 4) a one-line space should be placed before each heading. Please carefully read the guidelines of Publication Ethic at http://jbm.johogo.com/pubethics.php and follow them closely for content preparation.

**Figures and Tables**

Figures and tables should be centered on the page and placed as close as possible to where they are cited. They must be numbered in sequence respectively. The caption of a table or figure states the sequence number and its title, separated by a colon, e.g., “Figure 1: Research Model”, “Table 1: Summary Statistics”, etc. A figure caption should be placed below the figure while a table caption above the table.

**Heading Two**

**Calling References**

Please follow the guidelines below.

1. All citations must be in APA (American Psychological Association) format styles with complete and accurate information. If any citation is not correct and complete, it reflects that you did not retrieve the paper; not to mention reading it. It further implies that your paper is not highly accurate and therefore will not be qualified as a full paper.
2. Any full paper contains incorrect or incomplete reference information (e.g., missing volume, issue, or page number, publisher name or city, etc.) will be treated as a work-in-progress paper in the proceedings book.
3. You may include only up to 30 references in the paper. Thus, you should include only those papers you actually read and found significantly related to your research. Any paper contains more than 30 references will be removed from the proceedings book with a parenthesized note at the end of the reference list saying “\*Full reference list is available upon request from the corresponding author.”
4. References in the paper must be from books, book chapters, journals, conferences, corporate reports, survey reports, working papers, or other digital archives that can be retrieved from Google Scholar (GS) or online websites.
5. Informal publications such as blog, personal communications, news, etc. should be avoided.
6. All titles of references must be searchable over the Internet.
7. Please place all references at the end of the main body of the text in alphabetical order by author last names.
8. Please make sure neither any reference is not cited nor any citation is not listed in the References section.
9. The editorial office is only responsible for checking your compliance with consistency and correctness of the references. We will correct minor format errors for you but not to make the information complete and accurate.
10. The GS website is an easy way to retrieve citations as it uses APA styles. However, the information it generates might not be complete. If it is not complete, you must visit the cited paper on its journal page to create yourself the complete and correct information. If you do not have the time to do it yourself, you should find a professional editing service to do it for you.
11. Please see Table 1 for the reference styles in the paper body.

**Table 1: The reference styles in the text.**

|  |  |
| --- | --- |
| No. | Style Rule |
| 1. | Where there is more than one reference from the same author(s) in the same year, references should be identified by suffix letters, e.g., Zhang and Cao (1995a, 1995b), Yen et al. (2015).  |
| 2. | Inside parentheses, the citations look like “(Zhang & Cao, 1995a, 1995b; Yen et al., 2015)”.  |
| 3. | References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions.  |
| 4. | Any other source should be qualified by a note regarding availability, e.g., website address and retrieval date. |

*Source*: This study.

**Footnotes Free**

The use of footnotes is not allowed.

**Searchable References**

Please make sure all references are searchable on and confirm to the APA styles of Google Scholar Website.

**Equations**

All equations should be centered on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

Ri = f(Xi) (1)

**Acknowledgment**

This work is partially supported by xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**List of References**

References should be listed at the end of the paper with complete information. Please make sure neither any reference is not cited nor any citation is not listed in the reference list. Please also try you best to include not only the volume number, but also the issue number. Paper title with a subtitle, the first letter after the “:” must be capitalized. The following references are listed only for examples; they are not all cited in the texts above. The format styles should follow the APA styles listed in http://www.icebnet.org/styles/ and the entries must be sorted in alphabetical order by author last names. You are advised to use scholar.google.com to search for the title of the referenced paper and retrieve the APA citation displayed by the output dialog box.

**References**

Du, T.C., Li, E.Y., & Chang, J. (2002). Implementing association rule techniques in data allocation scheme of distributed databases. Working paper, Faculty of Business Administration, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong, January.

Yen, H.J., Hu, P.J.H., Hsu, S.H.Y., and Li, E.Y. (2015). [A multilevel approach to examine employees' loyal use of ERP systems in organizations](http://eli.johogo.com/pdf/JMIS-2015.pdf). Journal of Management Information Systems, 32 (4), 144-178

For reference styles, please follow the APA styles listed in http://jbm.johogo.com/styles/.

**Appendix A: Guidelines**

The appendix should immediately follow the **References**. If there is more than one Appendix, number each consecutively with **Appendix A**, **Appendix B**, and so forth.

**Appendix B: Publication Ethic**

The author must abide the rule that the content of the paper complies with the publication ethics stipulated at http://iceb.johogo.com/PubEthics.htm.

**Appendix C: Paper Copies**

There is no need to send any hard copies for your paper during the review or production process, except the Copyright Release Form which must be signed and sent by the contact author before typesetting. Author of accepted paper is allowed to download the PDF file of the paper and distribute it in hardcopies for non-commercial purpose.

**Appendix D: Copyright Transfer Agreement**

Please download and complete the copyright Transfer Agreement form from http://jbm.johogo.com/copyright.php. Then submit it in the final package along with your camera-ready pages of your paper

**Appendix E: Author Information and Biographical Notes**

Author information and biographical notes should be place at the end of the Appendix. Examples are displayed below.

**About the Author**

First Author Fullname1
*Full address
CountryTel.: +xxxxxxxxxxxxxxxx
E-mail:* xxxxxxxxxxxxxx

Second Author Fullname2\*
*Full address
CountryTel.: +xxxxxxxxxxxxxxxx
E-mail:* xxxxxxxxxxxxxx

\*Corresponding author

**First Author Fullname1** is xxxxxxxxxxxxxxx. Please give a short biographical note of 200-500 words.

**Second Author Fullname2** is xxxxxxxxxxxxxxx. Please give a short biographical note of 200-500 words.