

# *Business Teacher Education Journal*

## CALL FOR PAPERS

The *Business Teacher Education Journal* is a refereed journal published annually as a separate publication of the National Association for Business Teacher Education (NABTE). Readership consists primarily of business teacher educators, and manuscripts submitted should be of interest to this group. Manuscripts accepted for publication will be considered for a best paper award to be presented at the Business Education Research Conference (BERC) luncheon at the NBEA convention.

To publish in the *Business Teacher Education Journal*, authors must be a professional member of NBEA; and at least one author must be an institutional member of NABTE. Submit your original manuscripts exclusively to the editor by December 1, 2017. If the manuscript or a similar one is accepted by another professional journal, or if it is readily available from any other professional publication, it cannot be published in the *Business Teacher Education Journal*. Authors' names will be removed from the manuscript before it is sent to the Review Committee. Each manuscript will be evaluated by at least three members of the Review Committee. The names of reviewers assigned to specific manuscripts will not be revealed. Authors will be notified of the publication decision generally within 120 days.

The guidelines for manuscript preparation are:

1. Provide content of interest to business teacher educators. See criteria for review below. \*\*
2. Submit title page, abstract, content, and references. Keep the overall length between 3,000 to 4,000 words, although some flexibility in length is permissible.
3. Attach human subject approval to the manuscript when required by your institution.
4. Unless noted otherwise here, follow the *Publication Manual of the American Psychological Association* (Sixth edition, 2010, commonly referred to as the "APA Style Manual") for the overall manuscript, including text, headings, references, and tables.
5. Use MS Word, Calibri, 12-point font, and double space the manuscript. Do not use special table or formatting features for preparation of the manuscript. The simplest possible formatting should be used.
6. Prepare the title page to include the title of the manuscript, your name, school, school address and telephone number, home address and telephone number, e-mail addresses, and a total word count. Prepare a running head of the first 3-4 words of the title to appear on the title page and all other pages of the manuscript. Avoid identifying yourself, your school, or your state on any page other than the title page.
7. Proofread carefully for errors in grammar, punctuation, and spelling. Except for title pages, manuscripts are sent to the Review Committee in the form they are received.
8. The use of the following **Template is required** for submission and will assist you with the development of your manuscript. XXXTEMPLATE

**E-mail the manuscript as an MS Word attachment file to the editor: Dr. Elizabeth M. Hodge ([hodgee@ecu.edu](mailto:hodgee@ecu.edu)) by no later than February 1, 2018.**

\*\*Criteria for publication and review. The Review Committee rates each submission on the following criteria:

- integration of knowledge and importance to business teacher educators,
  - relevance and quality of literature review,
  - appropriateness of design and procedures,
  - types of sources/subjects,
  - design and use of instruments,
  - presentation of results/analysis,
  - depth of discussion (conclusions and recommendations),
  - overall clarity and organization of manuscript, and
  - contribution to learning/curriculum improvement.
- *Business Teacher Education Journal* is in the Cabell's Directory (40% acceptance rate)