

SOME STYLE GUIDELINES FOR THE JOURNAL OF BUSINESS ETHICS

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 Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc.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.

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.