

JOURNAL OF BUSINESS ECONOMICS

Faculty of Management and Commerce
South Eastern University of Sri Lanka

Author Guidelines for Manuscript Submission

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These guidelines explain how to prepare and submit a manuscript to the Journal of Business Economics. Authors should follow every requirement before submission because the submitted manuscript is treated as the definitive version for publication. Where an issue-specific call for papers or an instruction from the Editorial Office differs from this document, the more recent instruction applies.

Submission Requirements at a Glance

Requirement	JBE Standard
File format	Microsoft Word compatible document, preferably DOCX
Page size	B5
Layout	Single column
Typeface	Times New Roman, 10 point
Line spacing	Single
Article length	Maximum 12 pages, including references
Article title	Maximum 20 words
Abstract	One paragraph, maximum 250 words
Keywords	Up to five
Referencing	APA citation style, using the current seventh edition
Similarity	Overall similarity index should not exceed 15 percent

1 Journal Scope and Article Types

JBE is a peer-reviewed journal of the Faculty of Management and Commerce, South Eastern University of Sri Lanka. It publishes original academic and practice-oriented work that advances knowledge and informed decision-making in business economics and related fields.

The journal considers the following submission types:

- Research papers reporting original theoretical, quantitative, qualitative, mixed-method, or applied research
- Critical review papers that offer a rigorous synthesis and a clear scholarly contribution
- Short communications that present a focused and timely contribution

A submission must fit the journal's scope, make a clear contribution, and must not have been published or be under consideration by another journal.

2 Files Required for Initial Submission

Prepare the following files before opening the submission form:

File	Required Content
Title page	Article title, all author details, affiliations, corresponding author details, and declarations
Main manuscript	Complete article in Word format, prepared to the JBE style and page limit
Cover letter	A brief statement of fit, originality, exclusive submission, ethical compliance, and corresponding-author authority
Supplementary files	Questionnaire, interview guide, detailed data material, reporting checklist, or other supporting content when relevant

Use informative filenames, for example JBE_Perera_DigitalFinance_TitlePage.docx and JBE_Perera_DigitalFinance_Manuscript.docx. Do not copy the journal's published running header, page numbers, or volume details into a submitted manuscript.

3 Article Title Page

Provide a separate title page containing all of the following:

- The full article title, limited to 20 words
- The full name of every author, shown in the agreed authorship order
- Each author's institutional affiliation at the time the research was completed
- The name and email address of the corresponding author
- ORCID identifiers, where available
- A concise statement of each author's contribution, where there is more than one author
- Funding, conflict-of-interest, ethics, consent, data-availability, and AI-use declarations, as applicable

The corresponding author must ensure that every listed author meets the authorship criteria, has approved the submitted version, and has agreed to the author order. People who assisted but do not qualify for authorship may be acknowledged with their permission.

4 Order and Content of the Manuscript

Use the following order for an empirical research paper. Authors of review, conceptual, and short communication papers may adapt the middle sections while retaining the title, abstract, keywords, conclusion, declarations, and references.

Element	Content Expected
Title	A precise, informative title of no more than 20 words; avoid unexplained abbreviations
Abstract	One paragraph of no more than 250 words covering purpose, design or methodology, principal findings, limitations or implications where relevant, and originality or value
Keywords	Up to five terms that accurately represent the main topics

Element	Content Expected
1 Introduction	Background, research problem, gap, purpose or questions, significance, contribution, and article organisation where useful
2 Literature Review	Critical synthesis, theoretical or conceptual basis, and hypotheses or propositions where applicable
3 Methodology	Design, context, population or participants, sampling, measures or instruments, data collection, analysis, validity or trustworthiness, and ethics
4 Results and Discussion	Results presented clearly and discussed against the questions, theory, prior evidence, and practical meaning; separate sections may be used
5 Conclusion	Direct answer to the research purpose, contribution, implications, recommendations where justified, limitations, and future research
Declarations	Funding, conflicts of interest, ethics approval, informed consent, data availability, acknowledgements, and AI-use disclosure as applicable
References	Only works cited in the manuscript, prepared consistently in APA seventh edition
Appendices	Essential supporting material only; all content intended for publication must remain within the page limit

5 Detailed Writing Requirements

Title

State the central subject and relationship studied. Keep the title searchable and specific. Avoid formulas, citations, unexplained abbreviations, and broad claims that the paper does not establish.

Abstract

Write the abstract as one self-contained paragraph. It should identify the purpose, design or methodology, key findings, limitations or implications where relevant, and the originality or value of the paper. Do not include citations, undefined abbreviations, tables, equations, or claims not supported in the manuscript. Separate subheadings are not required unless the current submission template specifically requests them.

Keywords

Provide no more than five keywords immediately after the abstract. Choose established terms that complement the title and improve discoverability. Use consistent capitalisation and separate the terms with commas.

Introduction and Contribution

Move from the relevant context to the specific research problem. Explain what is not yet known, why the gap matters, how the paper addresses it, and what the paper contributes. State research questions, objectives, or hypotheses clearly and avoid repeating the abstract.

Literature and Theory

Organise the review around concepts, arguments, or relationships rather than a sequence of article summaries. Compare evidence, identify disagreements and limitations, establish the theoretical basis, and show how the review leads to the study's questions, hypotheses, or propositions.

Methodology

Provide enough detail for a qualified reader to assess and, where appropriate, reproduce the work. Identify the research design and setting; population, sample, or participants; sampling method; data sources; operational definitions; instruments; collection procedures; analysis; and quality safeguards. Report ethics approval and informed consent when human participants or identifiable personal data are involved.

Results and Discussion

Present results in the order of the research questions or hypotheses. Report the evidence needed to interpret each finding, including sample size, estimates, uncertainty measures, effect sizes, model diagnostics, or qualitative evidence as appropriate. The discussion should explain the findings, compare them with relevant literature, identify theoretical and practical implications, and distinguish supported conclusions from speculation. Do not repeat every value already shown in a table.

Conclusion

Answer the research purpose directly. Summarise the contribution without restating the entire paper, identify implications that follow from the evidence, acknowledge material limitations, and propose focused future research. Recommendations must be proportionate to the study design and findings.

6 Formatting and Presentation

Headings and Numbering

Use a clear hierarchy and number the main sections consecutively. Keep headings brief and consistent. Do not create a heading for a single sentence or use more levels than the paper needs.

Tables

- Number tables consecutively in the order cited in the text
- Place a short, informative title above each table
- Use editable Word tables rather than screenshots
- Define abbreviations, significance levels, and statistical notes immediately below the table
- Report units, sample sizes, and the basis of percentages clearly
- Cite the source and obtain permission for adapted or reproduced material
- Do not present the same information in both a table and a figure

Figures

- Number figures consecutively and cite every figure in the text
- Place a concise caption below each figure
- Use legible labels and provide a high-resolution image in a common format such as PNG, TIFF, or JPEG
- Ensure that colour is not the only way information is distinguished
- Provide the underlying editable chart or data file if requested by the Editorial Office

Equations Units and Abbreviations

Number displayed equations only when they are referred to later. Define every symbol at first use. Use internationally recognised units and apply number, decimal, percentage, currency, and date formats consistently. Spell out an abbreviation at first use in both the abstract and the main text.

Language and Style

Submit the manuscript in clear academic English and use one spelling convention consistently. Authors are responsible for grammar, spelling, terminology, and factual accuracy. Use person-first and non-discriminatory language, protect participant anonymity, and avoid unsupported causal wording.

7 Citations and References

Use APA seventh edition for in-text citations and the reference list. Check every citation manually: each in-text citation must appear in the reference list, and each reference-list entry must be cited in the text. Give a DOI as an active <https://doi.org/> link whenever one is available. Do not cite sources that you have not read and verified.

Illustrative APA Formats

Source Type	Reference Pattern
Journal article	Author, A. A., & Author, B. B. (Year). Title of article. Journal Title, volume(issue), page range. https://doi.org/xxxxx
Book	Author, A. A. (Year). Title of book (Edition). Publisher.
Book chapter	Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), Title of book (pp. xx-xx). Publisher. https://doi.org/xxxxx
Report or webpage	Organisation or Author. (Year, Month Day). Title of work. Publisher or Site Name. URL

Use a hanging indent for reference entries. Include issue numbers when the journal uses them, preserve the source's title and author details accurately, and verify that every URL or DOI resolves.

8 Research Integrity and Publication Ethics

Originality and Exclusive Submission

Submit only original work that has not been published and is not under consideration elsewhere. Properly quote, paraphrase, and cite all reused ideas, language, data, instruments, tables, and figures. The overall similarity index should not exceed 15 percent. Meeting the numerical threshold does not excuse unattributed copying, patchwriting, duplicate publication, or inappropriate text recycling.

Authorship

List as authors only those who made a substantial scholarly contribution, participated in drafting or critically revising the paper, approved the final version, and accept accountability for the work. Resolve the author order before submission. Any later authorship change requires a written explanation and the agreement of all affected authors.

Ethics and Consent

Research involving human participants, confidential records, or identifiable personal data must comply with applicable ethical and legal requirements. State the approving body and approval reference where approval was required. Explain how informed consent, privacy, and confidentiality were protected. If approval or consent was not required, state the basis when the issue could reasonably arise.

Conflicts Funding and Data

Disclose financial and non-financial interests that could reasonably be perceived to influence the work. Identify all funding and the funder's role, or state that no specific funding was received. Provide a data-availability

statement explaining where supporting data may be accessed or why access is restricted. Do not disclose confidential, proprietary, or identifiable information.

Use of Generative Artificial Intelligence

Generative AI and AI-assisted tools cannot be listed as authors. Authors remain fully responsible for the originality, accuracy, citations, analysis, images, and conclusions in the submitted work. Disclose any material use of generative AI in drafting, translation, coding, data analysis, image creation, or other research work. Routine spelling and grammar checks do not require disclosure. Do not use fabricated references or upload confidential research data, participant information, unpublished manuscripts, or reviewer material to a third-party AI system without lawful authority and appropriate safeguards.

Suggested disclosure wording: During the preparation of this manuscript, the authors used [tool and version] for [specific purpose]. The authors reviewed and edited all outputs and take full responsibility for the content of the article.

Permissions

Authors must obtain written permission for any copyrighted content that is reproduced or adapted beyond what the law permits. Submit the permission with the manuscript and give the required acknowledgement in the caption or note.

9 Submission Process

1. Complete the author checklist in this document.
2. Open the active submission link displayed on the JBE website or in the current call for papers.
3. Enter accurate article and author metadata. The author order in the form must match the title page.
4. Upload the title page, main manuscript, cover letter, and applicable supporting files.
5. Retain the submission confirmation and quote the manuscript reference in later correspondence.

Journal website <https://www.seu.ac.lk/jbe/>

Submission deadlines and links may change by issue. Authors should use the active link in the current call for papers or on the journal website.

10 Editorial Screening and Peer Review

Every submission undergoes initial editorial screening for originality, relevance, contribution, completeness, and compliance with these guidelines. Manuscripts that do not meet the journal's editorial criteria may be declined without external review.

A manuscript considered suitable is normally sent to two reviewers, with additional specialist advice sought where needed. The Editorial Board may reach one of the following decisions:

- Accept, with or without editorial revisions
- Invite revision before a final decision
- Reject while indicating that substantial further work may justify resubmission
- Reject because of limited fit or general interest, insufficient novelty or conceptual advance, or major technical or interpretative concerns

Revised Manuscripts

A revision must include:

- A clean revised manuscript
- A version showing changes, when requested

- A point-by-point response that reproduces each editor and reviewer comment and explains exactly where and how it was addressed
- A reasoned academic response where a suggestion was not adopted

Do not write only that a change has been made. Identify the revised section, quote or summarise the new wording where useful, and ensure that the response letter and manuscript agree.

11 Final Submission and Publication

Authors should treat the accepted manuscript as the definitive version. JBE's current author instructions state that proofs are not supplied before publication. The corresponding author must therefore complete a final check of names, affiliations, tables, figures, equations, citations, references, declarations, spelling, and grammar before returning the final file.

The Editorial Board may edit style and format to conform to the journal's house style. Authors remain responsible for the accuracy of data and statements, the views expressed, and any copyright infringement. Submission also confirms agreement to comply with the journal's applicable copyright and licensing requirements. Any separate agreement issued by the Editorial Office must be completed as instructed.

12 Author Checklist

Check	Requirement
☐	The paper fits JBE's scope and makes a clear scholarly or practice-oriented contribution
☐	The work is original, unpublished, and not under consideration elsewhere
☐	The manuscript is a Word-compatible file using B5, single column, Times New Roman 10 point, and single spacing
☐	The article is no longer than 12 pages including references
☐	The title is no longer than 20 words
☐	The abstract is one paragraph and no longer than 250 words
☐	No more than five keywords are provided
☐	All tables and figures are numbered, cited, legible, and accompanied by titles or captions and necessary notes
☐	All in-text citations and references match and follow APA seventh edition
☐	DOIs and URLs have been checked
☐	The similarity index does not exceed 15 percent and all source use is properly attributed
☐	Authorship order and corresponding-author details are correct and approved by all authors
☐	Funding, conflicts, ethics, consent, data availability, acknowledgements, and AI use are declared where applicable
☐	Permissions for reproduced or adapted copyrighted material are attached
☐	The title page, manuscript, cover letter, and relevant supplementary files are ready

Check	Requirement
☐	The definitive submission has been checked for factual, typographical, and language errors

13 Editorial Office

Editor in Chief

Journal of Business Economics

Faculty of Management and Commerce

South Eastern University of Sri Lanka

University Park, Oluvil 32360, Sri Lanka

Telephone +94 67 2255386 | +94 67 2255069

Website www.seu.ac.lk/jbe