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## Types of submissions

### Question:

What are the various types of submissions that can be made to *JIBS*?

### Answer:

When an author submits a manuscript to the *Journal of International Business Studies* (*JIBS*) using the [Manuscript Central system](#) there are four choices in the drop-down menu:

- Article
- Research Note
- Perspective
- Commentary

The first category - **Article** - is the preferred type of submission.

*JIBS* seeks to publish original manuscripts based on cutting-edge research that breaks new ground, rather than merely making an incremental contribution to international business research. They should address real-world phenomena, problems or puzzles; build on relevant prior research to highlight what is interesting and different; and include a clear statement of their contribution to international business research. Manuscripts with no theoretical contribution to international business or no specific relevance to the domain of international business studies should not be sent to *JIBS*. Manuscripts making strong contributions to the international business literature should be about 10,000 words; those making narrower contributions about 7,000 words. Word count includes everything: abstract, text, endnotes, references, tables, figures and appendices. If a manuscript makes a small contribution, either the contribution should be improved, the manuscript shortened to research note length, or the manuscript submitted to another journal. It is in the author's best interests to be very

judicious about manuscript length. Manuscripts considerably longer than these guidelines will be returned immediately without review.

Manuscripts will be occasionally submitted as a **Research Note**. *JIBS*'s Information for Contributors explains the differences between articles and research notes as follows:

- "*JIBS* welcomes the submission of both articles and research notes, but articles are preferred to notes....Research notes should be under 4,000 words, including everything in the manuscript. Research notes should have the same rigor, style and tone as full-length articles. Notes should identify relevant prior research, clearly articulate their contribution to international business research, and provide compelling evidence for their arguments. Notes are different from articles in that the contribution either has a narrower audience, is more technical or more limited in its contributions, or comments on previous *JIBS* articles. Most research notes are originally submitted as full-length manuscripts, which become notes at the recommendation of the reviewers."

Manuscripts will also occasionally be submitted as a **Perspective**. These are manuscripts specifically designed to provide different perspectives - ones that are often deliberately controversial or challenging to mainstream views - on international business research. Perspectives should contribute to the advancement of international business research in one of the following ways: (1) commenting broadly and critically on the state of research in a particular area of international business studies, (2) critically evaluating and comparing two or more books in the context of a wide-ranging essay that identifies key research frontiers, (3) tracing the intellectual history of the paradigm-building and paradigm-challenging process on a core topic, (4) evaluating commonly used sources of data or research methods on a selected topic, or (5) presenting a debate on both sides of an important issue or topic in international business. Perspectives must have the same rigor, style and tone as articles; should identify relevant prior research; clearly articulate their contribution to international business research; and provide compelling evidence for their arguments.

The last category is **Commentary**. Authors should select this type if they are submitting a Commentary on an existing article in *JIBS*. Authors must protect the double-blind review process by removing any self-identifying materials from their paper. Normally, Commentaries should be under 4,000 words, including everything in the manuscript. Full-length submissions (7,000-10,000 words) should be submitted as Articles. There is also the possibility of a **Reply** to a Commentary. A Reply should be under 2,000 words and will be single-blind reviewed since it is impossible to protect authors' anonymity. A Commentary or Reply should be clearly identified as such on the front page of the submission. There is no guarantee of publication of either Commentaries or Replies.

Occasionally, an article will be **Invited** for the *Journal* (for example, an exceptional Commentary on the *JIBS* Decade Award winning paper or the introductory essay by the Guest Editors of a Special Issue). These manuscripts are normally expected to be under 4,000 words. Invited manuscripts go through a single-blind review process rather than the regular double-blind review process. Single-blind review manuscripts are identified as such when published in the journal.

If you are not sure which category to select, please contact Anne Hoekman, [Managing Editor](#), for more assistance.

Regardless of the category, all submissions to *JIBS* must:

- fit within the domain of international business studies as defined by the *JIBS* Statement of Editorial Policy;
- abide by the various *JIBS* policy statements including Information for Contributors and the Code of Ethics; and

- meet the test for publication in *JIBS*: *JIBS is dedicated to publishing insightful and influential articles on international business that are widely read and cited by business and management scholars.*

## Pre-submission advice from Editors

### Question:

I am interested in submitting a paper to *JIBS*. Can an Editor tell me whether my paper is appropriate for *JIBS* or suggest some possible revisions?

### Answer:

Thank you for your interest in submitting to *JIBS*. Unfortunately, we cannot provide editorial comments on papers in the pre-submission stage to the journal.

As general advice during the pre-submission stage, the *JIBS* Editors recommend that all authors read carefully the *JIBS* policy documents, including the Statement of Editorial Policy, Information for Contributors, Code of Ethics, etc., prior to finalizing and submitting your manuscript to *JIBS*.

You may also find the FAQ section of the website helpful. Lastly, it may be useful, for comparison purposes, to read some papers posted on the Online First section of the *JIBS* website; these papers have all been recently accepted for publication in the journal.

When your paper is ready for submission through the *JIBS* formal review process, please submit it online at <http://mc.manuscriptcentral.com/jibs>.

## Reviewer recommendations

### Question:

I cannot identify any reviewers on the Editorial Review Board or Consulting Editors Board who have the research background needed to evaluate my paper. Can I nominate someone who is not currently on a *JIBS* board to review my paper?

### Answer:

Yes, if you feel it is necessary to nominate someone other than those currently listed, you may do so. However, you must follow the *JIBS* Code of Ethics when making any reviewer recommendations: do not nominate reviewers who violate the conflict of interest guidelines (e.g., they have read your paper, are at your institution, are co-authors on another paper).

## Special issue proposals

### Question:

I would like to propose a special issue. How can I do this?

### Answer:

*JIBS* normally publishes 1–2 special issues per year, based on proposals submitted to the editors of the journal. Beginning from 2010, proposals will be evaluated by the incoming *JIBS* editorial team just once a year.

An annual deadline will be set, and this deadline will usually be in the Fall of each year. Accordingly, for this year, we would like to invite any proposals for *JIBS* special issues to be submitted by October 1st, 2015 to *JIBS* Managing Editor [Anne Hoekman](#). In the case of a successful proposal, these submissions are intended to be the first step along the way to

arriving at a finalized special issue topic and guest editorial team through a further process of discussion with the *JIBS* editors and the AIB Board.

The full process for submitting and approving a proposal will be as follows:

- Guest Editor(s) submit a proposal to the JIBS Editor-in-Chief (EIC), outlining their Guest Editor team and their credentials, the topic for the special issue, the importance of the topic and reasons for having a special issue in JIBS, a brief summary of the literature, and a list of previous special issues that closely relate to the topic (whether in JIBS or in another relevant journal), or any sequential series of articles on a connected theme that have appeared in recent years in these journals. The proposal should be no more than 3 pages long, excluding bios or CVs and any combined bibliography, which can be appended. Additionally, the Guest Editors submit as a further appendix to a proposal a draft Call for Papers that outlines the theme of the issue, and possible topics for submissions. All proposals are to be submitted by October 1.
- The EIC will circulate proposals to the full editorial team for evaluation. Those that have submitted proposals will be notified of the outcome of the evaluation process by November 1. The Editors will not provide comments on proposals that are not selected for further consideration in the current round, although potential Guest Editors are welcome to resubmit in a subsequent year revised versions of proposals that do not go forward. If the *JIBS* Editors are interested in proceeding with a special issue, then the Editors will work with the Guest Editors by providing comments upon, and helping to further develop the proposal and the Call for Papers, and to agree upon a consolidated editorial team for the special issue, which will include the EIC or Deputy Editor, and at least one established Area Editor. However, please note that no member of our regular editorial team should be associated in any way with the initial version of a special issue proposal, since that would create a conflict of interest in the first stage of the decision process. The representation of the permanent editorial team in the eventual group of Guest Editors is discussed and decided only after the initial selection process.
- The final proposal and Call for Papers will be circulated to the AIB Executive Board when it meets in the following February or March.
- If approved, with the EIC the Guest Editor team agrees upon a deadline for submission and a tentative publication date.
- Guest Editors make revisions as needed before a final version is posted to various listservs and websites by the Managing Editor

For more information, please see the Special Issue Guidelines.

## Prior publication

### Question:

An earlier version of my manuscript is (or will be) published in a conference proceedings (or conference best paper proceedings). Can I still submit the paper to JIBS for publication consideration?

### Answer:

Yes, you may still submit your paper to *JIBS*. As outlined in the *JIBS* Code of Ethics, submissions to *JIBS* cannot be submitted or published elsewhere, with the exception of conference proceedings where the paper is work in progress toward the manuscript submitted to *JIBS*. Note that the author must inform the *JIBS* Office of the conference proceedings paper at the time of submission (there is space for this in screen 5 of the [Manuscript Central](#) submission process).

The *JIBS* Code of Ethics also states that authors should not post their submitted manuscripts (including working papers and prior drafts) on publically searchable websites where they

could be easily discovered by potential reviewers. If the conference proceedings paper is posted online, the author should request that it be taken down for the duration of the JIBS review process. If the paper cannot be removed, the author should also inform the JIBS Office, in screen 5 of the [Manuscript Central](#) submission process.

For additional clarification please contact the *JIBS* [Managing Editor](#) or view the *JIBS* Instructions for Authors or Code of Ethics.

## How to write an abstract

### Question:

How do I write a good abstract for my *JIBS* submission?

### Answer:

The key objective of writing a good abstract is to summarize the entire article - not just the conclusions - so that the abstract could stand alone and still be understood. *JIBS* has increased the word limit for abstracts in accepted papers from 100 to 200 words in order to allow authors enough room to adequately explain their papers.

As outlined in our Statement of Editorial Policy, *JIBS* publishes manuscripts that offer "insightful and innovative research on international business". We would like you to convey the insightfulness and innovativeness of your article in a clear statement so that the reader understands the key points of your article and is motivated to read further.

As you write your abstract, please keep in mind the following questions:

1. What "insightful and innovative research on international business" does your manuscript contain? What is the central takeaway of your article? What important, useful, new or counterintuitive idea does it communicate?
2. Why should a reader bother reading your article, especially one with a different background and/or one who will have to invest time in understanding a methodology with which they may not be familiar? Remember that *JIBS* readers come from a wide variety of intellectual disciplines, countries and cultures, brought together by a common interest in international business.
3. Can your insights be applied in business today, and what value added will they provide? Is there a "real world" takeaway from your article?

The abstract should then concisely - but clearly - outline the paper's:

1. Purpose or primary objectives
2. Theory and key hypotheses
3. Research design/methodology/dataset/time period
4. Key findings
5. Implications

The following are examples of good abstracts:

The growing internationalization of small and medium enterprises (SMEs) raises issues for traditional theories of why firms go abroad. In these explanations (e.g., the OLI paradigm, the resource-based view) strong firm specific advantages are needed to overcome the costs of doing business abroad, including the liability of foreignness. SMEs, however, suffer from liabilities of newness and smallness, lacking the firm specific resources (financial, tangible and intangible) needed to compete in foreign markets. In our paper, we provide an alternative explanation for this conundrum. We argue that successful internationalizing SMEs have developed a different kind of resource - an international business competence (IBC) - that explains their success at internationalization. This IBC is based on intangible capabilities in four areas: international orientation, international marketing skills, international

innovativeness and international market orientation. These four skills emerged from exploratory case studies with interviews of senior managers at 16 internationalized SMEs, and a follow-up survey of 354 managers and CEOs of successful SMEs. (157 words)

Little has been written about consumer perceptions of foreign products during an international crisis. Our paper investigates the concept of consumer animosity as applied to brands from a particular country; that is, products that suffer from a negative country-of-origin effect. We argue that consumer animosity has two characteristics: situational (episodic) and enduring (stable) animosity. External control and external attribution are psychological antecedents that strengthen situational animosity. To test these arguments, adult consumers from five Asian countries were surveyed during the Asian currency crisis about their animosity to Japanese and US products. The survey results provide evidence that both situational and enduring animosity can significantly and negatively affect brands from particular countries, making it difficult to sell these products in local markets. We conclude that firms may need to lessen country of origin impacts by localizing their brands (moving production onshore) or disassociating themselves from home country policies. (147 words)

## Commentaries on published articles

### Question:

Does *JIBS* accept submission of commentaries on or responses to recently published articles?

### Answer:

Yes, we allow submissions of commentary/response papers on articles recently published in *JIBS*. However, when preparing this type of submission, authors should note that there is of course no promise of publication, and the commentaries should be kept short in order to be considered (Research Note length or shorter, i.e., 4,000 words or less). Upon submission, the commentary will be reviewed, double blind if at all possible.

## Review process at *JIBS*

### Question:

How does the review process work once I have submitted my paper to *JIBS*?

### Answer:

After submissions are processed by the Managing Editor, they are reviewed by three different "sets of eyes": (1) the Reviewing Editor, (2) the Editor-in-Chief, and (3) the Area or Consulting Editor assigned to handle the file.

Each of these three editors is tasked with ensuring that the submission meets minimum *JIBS* norms for fit, quality and contribution to IB (as outlined in the Statement of Editorial Policy). If any of these editors finds the paper is not appropriate for *JIBS* in terms of basic fit and/or quality issues, he or she may desk reject the paper. Thus, papers that are sent out for review are already assumed to meet these basic criteria for publication in *JIBS*.

Appropriate papers are then sent out for double-blind review to a set of 2-3 reviewers selected by the Area Editor. After receiving the reviews, the Area Editor makes a decision either to reject the paper or to invite a revision, based on reviewer evaluations and his/her own reading of the paper.

## Posting articles online

### Question:

As an author, may I post my *JIBS* submission to my personal website or a repository like SSRN?

**Answer:**

During the review process, authors should be sure not to post articles in publicly accessible/searchable places, as this could compromise the double-blind review process.

Once a manuscript has been accepted, there are several conditions for permission to post the article or abstract online. Please see Palgrave Macmillan's policy on author self-archiving for more information.

## Joining a *JIBS* editorial board

**Question:**

How do I join the *JIBS* Editorial Review Board or Consulting Editors Board?

**Answer:**

The two *JIBS* boards - the Consulting Editors Board (CEB) and the Editorial Review Board (ERB) - have already been created for July 2010 through March 2012, so these boards are closed. However, we will have a second set of boards for April 2012 through December 2013. Invitations to join these boards will be issued in early 2012.

The best way to join one of these boards is to (1) publish in *JIBS* and in other top-tier journals and (2) actively review for *JIBS*. (3) Another useful step is to email the Area Editor or Editors who are closest to your own research interests, attach your curriculum vitae, and tell them you would like to review for *JIBS* and are interested in joining a future board.

The Journal welcomes ad hoc reviewers. Please see the question on ad hoc reviewing to learn how to sign up.

## Expiration of *JIBS* review boards

**Question:**

I think I am a member of the current *JIBS* Editorial Review Board. When does my term expire? How do I find out who is on what board?

**Answer:**

The terms of the Editorial Review Board (ERB) and Consulting Editors Board (CEB) under former Editor-in-Chief Lorraine Eden finished on December 31, 2010.

Editor-in-Chief John Cantwell and his team, who took over complete editorial responsibility for the journal as of January 1, 2011, elected a new ERB and CEB.

You may contact Managing Editor [Anne Hoekman](#) if you need to change how your name or affiliation is listed or have questions about reviewing for the journal.

## Explanation of editorial boards

**Question:**

What is the difference between the *JIBS* Editorial Review Board and the *JIBS* Consulting Editors Board?

**Answer:**

The Editorial Review Board (ERB) consists of approximately 150 active authors and reviewers for *JIBS*. Individuals are nominated by both the outgoing and incoming *JIBS* Editors, based on their scholarly publications and the number and quality of their previous reviews for *JIBS*.



Decisions are made by the incoming Editors based primarily on scholarly productivity and research interests, but geographic location, nationality and gender are also considered.

ERB members are expected to: (1) Complete up to 10 reviews annually for the Journal. This includes both first-round and subsequent rounds of reviews. (2) Follow the *JIBS* Guidelines for Reviewers. (3) Complete these reviews in a timely fashion (within 30 days of receipt of the manuscript). (4) Attend a *JIBS* Board meeting at the annual meetings of the Academy of International Business (AIB), where possible.

The Consulting Editors Board (CEB) consists of approximately 30 senior scholars in the field of international business studies. These individuals have agreed to provide a variety of supportive editorial roles for the Editor-in-Chief and the Editors. The roles will vary across the Consulting Editors, but can include, for example: being a Guest Editor for an individual manuscript that cannot be handled by one of the Editors; participating in the *JIBS* Paper Development Workshop; acting as a "tie-breaker" reviewer in a case where the decision is not clear cut; and providing a second opinion in cases where an author complains about an Editor's decision. The responsibilities of CEB members fall into three categories:

- **General Responsibilities:** (1) Provide advice to the Editor-in-Chief and act as a general ambassador for the Journal. (2) Assist the Editor-in-Chief with ad hoc tasks associated with editing the Journal. (3) Where possible, attend and participate in a *JIBS* Editors meeting at the annual meetings of the AIB. (4) Be a member in good standing of the AIB.
- **Guest Editor Responsibilities:** Act as a Guest Editor for up to three new manuscripts annually for the Journal (approximately one every four months). As a Guest Editor, the CEB member handles all stages of the manuscript process, from selection of reviewers to writing editorial decision letters, through the new *JIBS* Manuscript Central system. Guest Editors also comply with the normal responsibilities of being a guest editor of a major academic journal (e.g., completing editorial responsibilities in a timely fashion, respecting the double blind review process, complying with ethical guidelines).
- **Reviewer Responsibilities:** (1) Complete up to three reviews of new manuscripts annually for the Journal (approximately one every four months). (2) Handle all subsequent reviews associated with the revise-and-resubmit process on these manuscripts through the new *JIBS* Manuscript Central system. (3) Complete your reviews in a timely fashion (normally within 30 days of receipt of the manuscript). (4) Comply with the *JIBS* Instructions for Reviewers.

## Ad hoc reviewing

### Question:

How do I become an ad hoc reviewer for *JIBS*?

### Answer:

Thank you for your willingness to review for *JIBS*. To sign up for an account with the *JIBS* Manuscript Central system, please go to <http://mc.manuscriptcentral.com/jibs> and click on "Create Account," in the upper right-hand corner. After you have entered the required contact information, you will be asked to select keywords that identify your research interests. Please choose up to six keywords from the list provided.



Then, when an author or editor searches on Keywords to identify a possible reviewer, your name will come up. An invitation to review should follow shortly. Please note that Manuscript Central clearly identifies how many open files each reviewer has in his or her queue so that editors do not overload a reviewer with multiple files.

If you have already signed up for a *JIBS* Manuscript Central account as an author, you were automatically given an ad hoc reviewer account under the same user name and password. If you do not see a "Reviewer Center" in your account, please contact the Managing Editor, Anne Hoekman.


## Notifying the *JIBS* Office of unavailability

### Question:

I am a *JIBS* reviewer and am going to be unavailable to review for a period of time. Is there a way I can tell the *JIBS* Office not to send me new manuscripts during that time frame?

### Answer:

Yes, there is a way to tell the *JIBS* Office when you are unavailable to handle manuscripts. Log into your *JIBS* account at <http://mc.manuscriptcentral.com/jibs>. Click on "edit account" in the upper right hand corner of your screen. Click through the screens until you reach the "User ID and Password" screen. You will see a box on this screen that says:



The screenshot shows a web form titled "Unavailable Dates". The text inside the form reads: "If you are planning to be unavailable for a period of time, enter the dates in the boxes below. If necessary, use the file upload feature at the bottom of this page to upload a document that gives more specifics about your unavailability (however, please make sure to enter the dates here)." Below the text, there are two input fields labeled "From:" and "To:". Each field has a calendar icon to its right. At the bottom of the form, there is a file upload button with a document icon.

Fill in the dates when you will be unavailable.

Click "Finish" at the bottom of the page. If you have successfully entered the change you should get a new screen that says: "You have successfully modified your user account."

Or, email the start and end dates of your unavailability to the [Managing Editor](#).

## Writing a review

### Question:

What are the expectations of *JIBS* reviewers? What should I include in my review?

### Answer:

Please see the Guidelines for Reviewers page for more information on this.

## Appealing an editorial decision

### Question:

My paper was rejected, but I feel that some important aspects were missed and that it does make a strong contribution to IB research and fits within the *JIBS* Statement of Editorial Policy. How can I appeal this decision?

### Answer:

The *JIBS* editors have developed a policy to handle appeals. Please send a detailed letter to the editor on the file, with a copy to the [Managing Editor](#), explaining why you think the editor's decision should be reversed. The editor will review the appeal and respond with a decision letter. If the editor decides to reverse his or her original decision, the Managing Editor will contact you with further instructions, and you will have four months to resubmit, as with any other revisions. If the editor rejects the appeal, you may choose to appeal this decision to the *JIBS* Editor-in-Chief. Note that the Editor-in-Chief will only overturn editors' decisions in exceptional cases.

## Resubmission after rejection

### Question:

Under what circumstances may an author submit a paper to *JIBS* that has been previously rejected after review at *JIBS*?

### Answer:

When an author receives a rejection letter from a *JIBS* Area Editor, the reviewers' comments and editor's letter normally contain many suggestions for revision of the manuscript. There are cases when the author agrees with and makes these revisions, and then wants to resubmit the revised manuscript to *JIBS*. However, *JIBS* does not allow manuscripts that have been previously rejected after review to be resubmitted for second consideration. This is the practice at most scholarly business journals, and *JIBS* is no exception. Even if the paper has been substantially revised (e.g., the authors reframe the paper, reanalyze the data and increase the paper's theoretical contribution), if the empirical work is still based on the same or substantially the same dataset, it is still effectively the same paper and cannot come back in for a second round of reviews. The paper has to be submitted elsewhere. The informal name for this rule is "no second kick at the can" or "no forum shopping". The purpose of the rule is to protect the scarce time of reviewers.

While the rule is "if rejected after review, then no resubmission", in practice, resubmission is possible, but only in four specific situations:

(1) If the revised manuscript becomes a new manuscript through significant revision in terms of theory development, empirical work and discussion, and also uses a substantially different dataset. (Note that addition of one or two new variables to an old dataset does not make a new dataset.)

(2) After a desk reject where the first submission did not go out for review and the Reviewing Editor or Editor-in-Chief advised the author that they can revise and resubmit. (*JIBS* does this quite regularly, particularly where we feel the paper has merit but is poorly written or its theoretical contribution is unclear or the paper is not well linked to international business studies).

(3) After a successful appeal by the author(s) to the Editor-in-Chief on procedural or substantive grounds of the original rejection decision (this is very rare).

(4) If the Editor-in-Chief recommends a resubmission on some exceptional grounds (this has not happened during current editorial team's term).

## Rejections based on fit

### Question:

My paper was rejected because it did not fit within the *JIBS* Statement of Editorial Policy. I submitted it to *JIBS* because I felt like it was a perfect match. Can you provide me with more details?

**Answer:**

Unfortunately, because of the number of manuscripts we receive, it is difficult to answer each enquiry about which part of the editorial policy was not met. However, there are many details to consider, such as if your paper is more for practitioners, not academics. The more general question is whether your paper will be of interest to *JIBS* readers. For example, do you cite *JIBS* articles in your manuscript? Is your issue one that has been discussed in *JIBS* over the past few years? Is your topic of interest to a broader audience of international business professors?

It may be helpful to keep in mind the following "fit" and "quality" criteria, which the Reviewing Editor and Editor-in-Chief use to evaluate a paper's suitability for *JIBS*.

Fit:

- Is the problem addressed an international business problem?
- Is the research likely to be interesting to international business scholars?
- Does the manuscript have the potential to advance our knowledge of international business theory, research or practice?
- Is *JIBS* the most appropriate journal for publication of this manuscript?

Quality:

- Does the manuscript conform to generally accepted standards of scholarship in style and content?
- Does the manuscript have intellectual depth?
- Are the methods/analysis in the manuscript appropriate to the research question being asked? Do they appear to be reasonably rigorous?
- Is the manuscript reasonably clearly written?

## Turnaround time

**Question:**

How long does it usually take for authors to receive an editorial decision after submitting a manuscript to *JIBS*?

**Answer:**

We try to complete all editorial decisions within three months of receiving a manuscript for review. Our average turnaround time is currently about 60 days.



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