

Reviewer Instructions

Overall, our objective is to publish original, rigorous, well-done work that has significant implications for managers and academics. Articles with a primarily theoretic approach should be sent to one of the many journals that specialize in that approach. Theory building or testing articles based on empirical (not necessarily quantitative) research with strong managerial focus is especially encouraged. Articles that deal with various business fields are also solicited for the NOTES section of the journal, as are comments (concerning previously published research papers), Errata, Tutorials (about new topics in business and economics), Descriptive research, Methodology papers, regular studies. Although these types of papers must also be original and well done, their methodology style and rigor may be subject to different standard (e.g. descriptive research and tutorials) than regular research studies.

One of the biggest challenges for the CBEJ editor is obtaining reviews ON TIME! Remember that people's careers- decisions concerning their reappointment, promotion, or tenure- are often riding on your review. As Blake Ives, former Editor-in-Chief of MIS Quarterly once noted: "Time ticking away on an assistant professor's tenure clock is a dear and irreplaceable asset." Your timely and constructive review for CBEJ, the top tier journal in your field, may well be the key to their tenure or reappointment decision. The first task in being timely is to let the editor know if you can review the paper by the time requested (and, if not, when) by returning the postcard promptly. If you cannot review the paper within a reasonable period after the requested time, return all the material immediately so another reviewer can be found.

A referee report consists of two parts:

- i. A cover letter with the manuscript number/title and your opinion, and
- ii. the report itself intended to be transmitted to the author(s).
The editorial address is:

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1. E-mail reports are acceptable. Actually, they are preferred to reports by fax or mail, because snail mail retards the editorial process and fax reports are often difficult to read because of low resolution and small letters. If it is successfully transmitted, you will get a confirmation from the editorial office. If not, do not assume that the report was transmitted.
2. Please send the report by snail mail, too, because e-mail is not always reliable, and you can't verify whether the editorial office has received your report by e-mail. Fax reports are likewise acceptable.

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Fax 1 copy each of your cover letter and comments. Please use high resolution, if possible. If it is not too much trouble, also mail them.

Reports by Snail Mail ONLY

Please mail 1 cover letter plus 2 copies of your comments.

Cover Letter

As we enter the new century, the editorial process should be improved. You can reduce the frustration of authors and help the profession immensely if your cover letter includes:

- Manuscript number (it takes time to locate the manuscript without it).
- The title (in case there is an error in the manuscript number, this insures that the editorial office locate the manuscript).
- Your postal address
- Your e-mail address (please include it in the text). In case the authors have brief questions by e-mail concerning how to revise the manuscript, the office will try to convey the message to the referees.
- Your summary opinion
- Accept in present form or with slight changes.
- Accept for publication after minor revision, with a suggestion

about the length.

- Reconsider for publication after extensive revision.
- Reject, with suggestions for possible submission elsewhere.
- Shrink to a note (of no more than 10 pages) with suggestions

Report

Prepare your comments that include your reasons, suggestions, and concerns. Comment on the manuscript's originality, clarity, contribution to literature, and relevance to real world problems. Make suggestions about its length, organization, tables, and figures. The bottom line is this: If there is an important idea in the paper, make constructive comments (e.g., how to streamline the arguments, what parts should be cut) and help authors publish the paper. If not, say so frankly. There is no point in beating about the bush. If the paper is clearly below CBEJ standards, detailed comments are unnecessary.

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