



## **BEFORE SUBMISSION**

These instructions will ensure your manuscript will be able to proceed smoothly with the next steps for double-blind peer review, production, and publication. Please take time to read them carefully, as doing so will help your manuscript meet with the journal's requirements.

### **About the Journal**

*Culture & Business (C&B)* is an open-access, international, double-blind peer-reviewed journal publishing high-quality, original research that bridges the gap between academia and the real world. For more information about its focus and policy, please see the journal's [Aims and Scope](#).

Please note that this journal only publishes manuscripts in English.

The Editor reserves the right to make alterations to style, punctuation, and grammar.

### **Peer Review and Ethics**

*C&B* is committed to academic integrity and upholding the highest standards of review. All articles in the journal undergo an initial screening before being selected. Once chosen, they are subject to rigorous peer review by at least two referees.

### **Preparing Your Manuscript**

#### *Structure*

Your paper should be compiled logically with the following contents: title page; abstract; keywords; main text (e.g., introduction, materials and methods, literature review, analysis, results, discussion); acknowledgments; disclosure statement; references; and appendices (when appropriate).

#### *Word Limit*

Please include a word count for your paper.

A typical paper for this journal should be between 4,500-6,000 words, inclusive of footnotes and references.

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We request that you use the Oxford comma style (e.g., France, Italy, and Korea) and use single quotation marks, except where 'a quotation is "within" a quotation.' Be aware that quotations longer than one sentence should be indented in the text without quotation marks.

Manuscripts should be written in Standard English that is easy to follow. Please try to avoid academic or technical jargon and ensure that the use of initialisms and acronyms is kept to a minimum. When used, they should be clearly explained at the beginning in a way that the general reader can understand. Manuscripts will be returned to the author if the English is below a minimum standard. If in doubt, authors are advised to have their manuscripts checked by a native speaker before submission.

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Figures and tables should be embedded in the main text where the reference to the figure/table is made.

### *Cover Page*

The **cover page** should include the full name and affiliation of the authors. Please do NOT indicate any position (e.g., professor or director) or degree (e.g. Ph.D. or Dr.). If it is a co-authored manuscript, one author will need to be identified as the corresponding author. Please note that no changes to affiliation can be made after your paper has been accepted. The title should be concise, with no more than 70 characters.

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Along with the title, the main text of the manuscript must include an **abstract** at the beginning. This should be an unstructured summary of 150-200 words and address clearly the research objectives, findings, and implications. In general, it should emphasize what the paper says and what it will do.

The manuscript should also include between 3 and 5 **keywords**. Consider words that will make your article more discoverable through online search engines.

Please ensure the literature review is concise and clear enough to highlight the importance and relevance of your work.

A few other key points for the manuscript include:

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4. **Equations.** If you are submitting your manuscript as a Word document, please ensure that equations can be edited.
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This work was supported by the [Funding Agency] under Grant [number xxxx].

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### *References*

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All submissions must include two formats of the manuscript, DOC and PDF.

By submitting your manuscript to *Culture & Business* you are agreeing to originality checks during the peer-review and production processes.

If you do not receive any confirmation of receipt within two working days, please resubmit your manuscript.

On acceptance, we recommend that you keep a copy of your original manuscript.

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