

**Formatting Guidelines for Accepted Papers**  
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It is the responsibility of the author(s) to format an accepted paper. Papers that are not formatted properly will not be published. The paper must be in a Word file. Formatting instructions are as follows:

- 1) Font type must be Times New Roman, size 12. However, figures and tables may be reduced to size 10 if necessary.
- 2) Margins must be at 0.75 inches on the top and bottom of every page, and at 0.75 inches on the left and right of every page.
- 3) Orientation must be in "Portrait."
- 4) Size of the page must have a width of 11 inches and a height of 8.5 inches.
- 5) A Bold font style is necessary only for the title of the paper and main headings. Capitalize only the first letter of all words in the title and subheadings. Put articles (a, an, the) in lower case unless they appear at the beginning of the title or subheading.
- 6) Parallel structure must be evident in subheadings (all nouns or all similar phrases).
- 7) Put the title at the top of the first page using Times New Roman, size 20 font. Skip one line and put the author name(s), followed by only the name of the affiliation(s) (eg. university, government agency). Skip one line and put "*Abstract:*" followed by the abstract. Skip one line and put "**Key Words:**" followed by your key words. Both the Abstract and Key Words should be aligned to both the left and right margins using the "Justified" paragraph alignment. All other main headings must be centered. One empty line must appear before and after each main heading.
- 8) Line spacing must be single for the entire paper.
- 9) Subheadings must be in Italics and left-justified. A blank line must appear before, but not after, all subheadings.
- 10) With the exception of figures, the document may not contain any color other than black and its various shades.
- 11) Tables must use mainly horizontal lines.
- 12) All references should be cited according to the Chicago Manual of Style. References should be cited within the text using the author-date system i.e. (Jones 2001). References should be listed alphabetically at the end of the manuscript, leaving one blank line between each reference. References must have a hanging indent of 0.2 inches, with no empty lines between them. Citing journal articles should be in the form "34(1) 67-82" to represent volume 34, issue 1, pages 67-82 and appear at the very end of the citation. Journals and books in the reference section should appear as follows:

Atkinson, Keith E., Walter V. Hinton and Judith Cassidy, 1977. Regulation of Management Information Systems Development. *The Review of Accounting Information Systems* 1(4): 41-55.

Johnson, John. *Econometric Methods*. 3<sup>rd</sup> Ed. (New York: McGraw-Hill Book Company, 1984), 24-56.

- 13) Align text to both left and right margins using the "Justified" paragraph alignment.

- 14) Put just one blank space between each sentence.
- 15) All tables, figures, illustrations, equations, etc. should be embedded in the text at the appropriate location. All should be consecutively numbered with Arabic numbers, e.g. Table 1, Figure 1, Table 2, Figure 2, etc. Table/Figure/Illustration numbering and titles should appear at the top of the table/figure/illustration. Any citations necessary for these items should be placed at the bottom of the table/figure/illustration.
- 16) Tables and figures must be numbered with the table or figure identified and described on one line (e.g. Table 1: Descriptive Statistics). Table and figure titles should appear in bold. Table column and row headings should also appear in bold. Use horizontal lines as separators.
- 17) Paragraphs should be indented at 0.5 inches, but no indentation should be used for the abstract or key words.
- 18) Endnotes (in plain text, not embedded) should be placed before the reference section at the end of the manuscript. Footnotes should not be used.