

## Author Guidelines

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### **JBL Guidelines**

Language of *JBL*: American English.

Text: 12-point font

Margins: 1-inch, all sides

Spacing: double

Justification: left on text and titles

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Numbering of sections: No

Figures and Tables: At the end of the manuscript after the references section; use 'Insert Figure 1 here' within body of manuscript

Titles of tables: top, left-justified, initial word of title capitalized

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Table values should be aligned on the decimal except where values differ widely – such values should be centered

Title Page: full names, titles, and affiliations (with complete addresses) of all authors, including e-mail address, identification of the corresponding author

Acknowledgements: the acknowledgements section is immediately before the references section

References: in the body of the text it looks like this: (Ballou, 1999) and if it has four or more authors, then it looks like this (Mentzer *et al.*, 1999); Three or fewer authors should be written out at the first text citation and *et al.* used thereafter.

Examples for References:

Bowersox D, Closs D, Cooper MB. 2009. *Supply Chain Logistics Management*. McGraw-Hill/Irwin: New York, NY.

Davis-Sramek B, Germain R, Stank T. 2010. The Impact of Order Fulfillment Service on Retailer Merchandising Decision in the Consumer Durables Industry. *Journal of Business Logistics* 32 (2) 215–230.

Bleeke J, Ernst D (eds). 1993. *Collaborating to Compete: Using Strategic Alliances and Acquisitions in the Global Marketplace*. John Wiley & Sons: New York.

Bowman EH, Singh H. 1990. Overview of corporate restructuring: trends and consequences. In *Corporate Restructuring*, Rock L, Rock RH (eds). McGraw-Hill: New York; 1–16.

ISO. 2003. The ISO survey of ISO 9001:2000 and ISO 14001 certificates. Thirteenth cycle: up to and including 31 December 2003. <http://www.iso.org/iso/en/iso9000-14000/certification/isosurvey.html> (15 September 2004).

*Standard and Poor's Net Advantage*. 2006. Industry Survey. <http://www.netadvantage.standardandpoor.com> (5 September 2007).