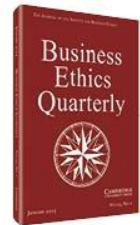


Business Ethics Quarterly

PREPARING AND SUBMITTING THE FINAL MANUSCRIPT

Please make sure the next version you provide (a Word document, .doc or .docx) meets these formatting requirements and is submitted following the instructions below.



I. PREPARING THE FINAL MANUSCRIPT

DOCUMENT FORMAT

- A single Word (.doc or .docx) document including first page as describe below.
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- Typeface is 12-point serif font such as Times New Roman or similar.
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- First line of each paragraph is indented, with no extra line between paragraphs. (but no indent for first paragraph that follows a section or subsection heading)
- Ragged right margins please (turn off right-margin- or full-justification).

FIRST PAGE OF MANUSCRIPT

- Authors' names, affiliations, and email addresses on the first page, following the title.

List each author's university or organization affiliation but not the college or department within the university. For example, "Duke University" is correct but "Fuqua School of Business" or "Duke University, Fuqua School of Business" is incorrect. A second affiliation may be listed if it is not a subunit of the first.
- Review and if necessary modify the title, abstract, and key words:
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- Add an **Acknowledgements** section, if desired, after the text before the references. Include in the acknowledgements any funding sources or conflicts of interest that should be declared.
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- The order of things following the conclusion of article text is Acknowledgements, then References, then tables (if not embedded in the text), then Appendix, then author biographies. Figures are provided in separate files as discussed below, not in the manuscript.

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- Make sure all notes, citations, and references are complete and accurate.
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- Footnote numbers come after punctuation marks: ...end of sentence.”³
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- In quoted passages do not embed ellipses ... within brackets (do ... this but not [...] this).
- Use a serial comma (aka Oxford comma) in a list of three or more things (before “and” or “or”).
- Self-references to the article should refer to “this article” and not “this paper” or “this essay.”

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Second-Level Headings - Left Margin, Italics, Title Case

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- Avoid using the first level heading INTRODUCTION to start the paper.
- If numbering sections and/or subsections, use Arabic not Roman numerals.

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- In **tables**, avoid use of cell borders except where truly necessary, and do not surround the table with a border. Do not paste in tables from statistical software output; make them look like the kinds of tables that are published in BEQ, or in journals such as AMJ.
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