

Manuscript Preparation Guidelines for the 2012 *Business Teacher Education Journal*

The *Business Teacher Education Journal*, formerly the *NABTE Review*, is a refereed journal published annually in the fall by the National Association for Business Teacher Education. Readership consists primarily of business teacher educators, and manuscripts submitted should be of interest to this group.

Submit original manuscripts exclusively to the editor. If the manuscript or a similar one is accepted by another professional journal or if it is readily available from any other professional publication, it cannot be published in the *Business Teacher Education Journal*. Authors' names will be removed from the manuscript before it is sent to the Review Committee. Each manuscript will be evaluated by at least three members of the Review Committee. The names of reviewers assigned to specific manuscripts will not be revealed. Authors will be notified of the publication decision generally within 90 days.

The guidelines for manuscript preparation are:

1. Provide content of interest to business teacher educators. See criteria for review below.*
Submit title page, abstract, content, and references. Keep the overall length between 3,000 to 4,000 words, although some flexibility in length is permissible.
3. Attach human subject approval to the manuscript when required by your institution.
4. Unless noted otherwise here, follow the Publication Manual of the American Psychological Association (Sixth edition, 2010, commonly referred to as the "APA Style Manual") for the overall manuscript, including text, headings, references, and tables.
5. Use MS Word, Times New Roman, 12-point font, and double space the manuscript. Do not use special table or formatting features for preparation of the manuscript. The simplest possible formatting should be used.
6. Prepare the title page to include the title of the manuscript, your name, school, school address and telephone number, home address and telephone number, e-mail addresses, and a total word count. Prepare a running head of the first 3-4 words of the title to appear on the title page and all other pages of the manuscript. Avoid identifying yourself, your school, or your state on any page other than the title page.
7. Proofread carefully for errors in grammar, punctuation, and spelling. Except for title pages, manuscripts are sent to the Review Committee in the form they are received.

E-mail the manuscript as an MS Word attachment file to the editor: (ginny.richerson@murraystate.edu).

*Criteria for publication and review. To publish in the *Business Teacher Education Journal*, at least one of the authors must be a professional member of NBEA; and one of the schools represented must be an institutional member of NABTE. The Review Committee rates each submission on the following criteria:

- importance to business teacher educators,
- relevance and quality of literature review,
- appropriateness of design and procedures,
- types of resources/subjects,
- design and use of instruments,
- presentation of results/analysis,
- discussion (conclusions and recommendations),
- overall clarity and organization of manuscript, and
- contribution to learning/curriculum improvement.

2011-2012 *BUSINESS TEACHER EDUCATION JOURNAL* EDITOR

The *Business Teacher Education Journal* is a periodic publication of the National Association for Business Teacher Education (the Institutional Division of the National Business Education Association), 1914 Association Drive, Reston, VA 20191-1596. All correspondence regarding this issue should be sent to Ginny Richerson, Department of Adolescent, Career & Special Education, Murray State University, Murray, KY 42071 or ginny.richerson@murraystate.edu. No responsibility for the views expressed by the authors is assumed by the editor(s).

The *Business Teacher Education Journal* is designed to promote and strengthen business education in colleges and universities, community colleges, and secondary schools through improved business teacher education at the collegiate level.