



Submission Guidelines

De La Salle University
Business Notes and Briefings

Background

This document explains the submission guidelines for the DLSU Business Notes and Briefings, a publication by the Center for Business Research and Development (CBRD). The publication has ISSN (Print) 2345-8216 and ISSN (Online) 2350-6814.

The DLSU Business Notes and Briefings seeks to highlight trends and policies in the business landscape through several areas of discussion. Keeping in mind DLSU's mission "to be a leading learner-centered research university, bridging faith and scholarship in the service of society, especially the poor", the Business Notes and Briefings addresses the following themes: responsible management education, multistream management approaches, humanistic management, ethical business practices, sustainable business practices, corporate social responsibility, corporate governance, social marketing, small and medium enterprise development, family business management, and social entrepreneurship.

Requirements

Novelty: The article should be original and unpublished. They must also currently be not under consideration in any other publication.

1. Number of pages and layout

- Maximum of 10 pages (8.5" x 11" paper), inclusive of tables, figures, references, and appendices
- Typeface and font size: Times New Roman, 12 points
- Text spacing: single, with one space allotted in between sections
- Article title: font size 14 points, boldface
- Section headings are in boldface
- Margins: 1" on all sides

Office Address

De La Salle University
Center for Business Research and Development
2nd Floor, Faculty Center
2401 Taft Avenue, Manila, Philippines

Website: <https://cbird.dlsu.edu.ph>

Facebook: <https://www.facebook.com/DlsuCenterForBusinessResearchAndDevelopment>

Email: luz.suplico@dlsu.edu.ph and rena.cabacang@dlsu.edu.ph



2. Reference guide

The DLSU Business Notes and Briefings makes use of the APA Formatting and Style (7th Edition). Contributors must utilize this format consistently throughout their manuscript. Click this link to download the latest APA Formatting and Style (7th Edition): <https://paomassociation.files.wordpress.com/2020/05/apa-formatting-7th-edition.pdf>.

3. Copyrighted materials and acknowledgments

- Copyrighted materials (data, table, illustration, photograph, etc.) that are included in the articles must have been cleared first from the copyright owners prior to submission to the DLSU Business Notes and Briefings.
- Copyright owners must also be mentioned in the Acknowledgment section. For tables, figures, or photographs reproduced from other sources, authors must acknowledge the source in the caption identifying these.

Article Submission

1. All article submissions should be sent through email. Please submit your article as an electronic copy *in MS Word format*. Emails should be sent directly to CBRD Director Dr. Luz T. Suplico-Jeong. at luz.suplico@dlsu.edu.ph and Office Assistant, Rena Mie G. Cabacang at rena.cabacang@dlsu.edu.ph with the subject heading “*Article Submission: DLSU Business Notes and Briefings*”.
2. For articles with several authors, the authors *should assign a Corresponding Author* to whom communications shall be sent. The corresponding author will be responsible for informing his/her co-authors about the status of their submission.
3. Submissions shall be acknowledged in writing by the Managing Editor or Research Assistant. If no such acknowledgment is received by the Corresponding Author within one week, follow up should be done.

Note: We accept articles on a **rolling deadline/basis**.

Office Address

De La Salle University
Center for Business Research and Development
2nd Floor, Faculty Center
2401 Taft Avenue, Manila, Philippines

Website: <https://cbd.dlsu.edu.ph>

Facebook: <https://www.facebook.com/DlsuCenterForBusinessResearchAndDevelopment>

Email: luz.suplico@dlsu.edu.ph and rena.cabacang@dlsu.edu.ph



Double-Blind Review Process

The DLSU Business Notes and Briefings has a pool of qualified reviewers from reputable institutions of higher learning and from other public and private institutions. Since the publication follows a double-blind review process, we are not disclosing to you the identity of the reviewer(s), and we will also keep your anonymity.

The journal's double-blind review process is summarized as follows:

1. Authors submit their article to the DLSU Business Notes and Briefings via direct submission to reynaldo.bautista@dlsu.edu.ph and ianbrmia@gmail.com.
2. Submitted manuscripts undergo initial evaluation and are assessed as to whether they fit the criteria of the DLSU Business Notes and Briefings. Those that do not meet the publication's criteria will be rejected, whereas those that are appropriate will be subjected to the double-blind review process.
3. Editors initiate the double-blind review process by sending submitted articles to the publication's reviewers, who are given a maximum of two weeks to complete the review.
4. Editors communicate to the authors the results of the double-blind peer review.
5. Authors make the necessary revisions on their manuscript then send it back to the editors.
6. Editors send the revised articles back to the reviewers for their approval. Once the manuscript has been cleared for publication, this will be communicated to the authors. Otherwise, the manuscript is sent back to the authors for further revisions.

Office Address

De La Salle University
Center for Business Research and Development
2nd Floor, Faculty Center
2401 Taft Avenue, Manila, Philippines

Website: <https://cbird.dlsu.edu.ph>

Facebook: <https://www.facebook.com/DlsuCenterForBusinessResearchAndDevelopment>

Email: luz.suplico@dlsu.edu.ph and rena.cabacang@dlsu.edu.ph



Copyright Information

In consideration for the articles to be published in the DLSU Business Notes and Briefings, the author(s) assign his/her/their entire copyright interest in the journal. The Publisher shall have the right to publish the work in any medium and form, or by any means, subject to the following:

1. The Publisher claims no other proprietary right other than rights arising from copyright.
2. The Author(s) retains non-exclusive right to revise, adapt, prepare derivative works, present orally, or distribute the work, provided that all such use is for the personal non-commercial benefit of the undersigned and is consistent with any prior contractual agreement between the undersigned and his/her/their employer.
3. The Author(s) warrants to the Publisher that he/she/they have the right to assign the copyright and that no portion of the copyright to the work has been previously assigned.
4. The Author(s) may reprint the work in anthologies or books which are comprised of the Author(s) writings and agrees to notify the Editor and the Publisher of any such reprints.
5. Whenever the Publisher is approached by third parties for individual permission to use, reprint or republish the Work, the Publisher will confer with the Author(s) but shall retain the right to grant or withhold permission for such use in its sole discretion.
6. The Author(s) agrees to hold harmless and indemnify the Publisher against any claim, demand, suit or action arising from claims of plagiarism, libel, defamation, obscenity, unlawfulness or invasion of privacy or copyright infringement in the Work. The Author(s) shall be responsible for the integrity of the contents of the Work.
7. The Publisher shall provide the Author(s) with one (1) complimentary copy of the issue in which the Work appears and grants the Author(s) permission to reproduce additional copies of the Work.
8. It is understood that the Author(s) received no monetary compensation for the assignment of copyright and publication of the Work.
9. The Author(s) certify that the manuscript is an original piece of work. They properly acknowledged and cited the sources of information and data presented in the manuscript.

Office Address

De La Salle University
Center for Business Research and Development
2nd Floor, Faculty Center
2401 Taft Avenue, Manila, Philippines

Website: <https://cbird.dlsu.edu.ph>

Facebook: <https://www.facebook.com/DlsuCenterForBusinessResearchAndDevelopment>

Email: luz.suplico@dlsu.edu.ph and rena.cabacang@dlsu.edu.ph