

MANUSCRIPT SUBMISSION GUIDELINES

The Research Journal of Business in Emerging Economics accepts the submission of original research articles, review papers, and short scientific reports for publication. All submissions must fall within the scope outlined in the journal's Scope & Sections.

All manuscripts are subject to an initial evaluation by the Editor-in-Chief and the relevant Section Editor. Manuscripts that meet the journal's thematic and academic criteria will be forwarded for further review.

Submitted articles must not have been previously published or be under consideration for publication elsewhere. A key requirement is the manuscript's compliance with high academic standards, including relevance, scientific originality, and contribution to the field. Authors are encouraged to prioritize references from the last 10 years.

Manuscripts should range between 4,000 and 15,000 words, including the abstract, keywords, tables, figures, and references.

Articles are accepted only in English.

Manuscript Preparation:

The manuscript must be prepared in Microsoft Word format on A4-sized paper.

General Technical Requirements

- Font: Times New Roman
 - Font size: Main text – 11 pt; abstract and tables – 10 pt; text within tables/figures – 8 pt
 - Line spacing: Single
 - Paragraphs: First paragraph after each heading should not be indented; subsequent paragraphs should begin with a 1.25 cm indent
 - Page margins: Top – 2.5 cm, Bottom – 2.5 cm, Left - 3 cm, and Right – 2 cm
2. Title, Author(s), and Metadata
- Title: 12 pt, ALL CAPS, bold, centered, using “Heading 1” style
 - Author name: Right-aligned, 11 pt, bold, only the first letters of the name and surname capitalized
 - Header: Left side – Author's surname and initial; Right side – Research Journal of Business in Emerging Economics (2025)
 - Author footnote: 10 pt, justified, academic title – affiliated institution – email – ORCID-DOI
- For multiple authors:
- Names should be written with only the first letters capitalized, separated by commas, with “and” before the last name.
 - Right-aligned, 11 pt, bold.
- Example: Han Mammadov, Inci Hasanova and Elchin Abbasov
- Each author's footnote must be provided separately as follows:
 - * Dr., Western Caspian University, han.mammadov@wcu.edu.az, ORCID: 0000-0000-0000-0000
 - ¹ Dr., Baku State University, inci.hasanova@bdu.edu.az, ORCID: 0000-0002-2222- 3333

² M.A., Azerbaijan State Pedagogical University, elchin.abbasov@adpu.edu.az, ORCID: 0000-0003-4444-5555

- The abstract section must follow the footnotes immediately without any spacing.

3. Abstract and Keywords

- Abstract heading: EN – ABSTRACT; 10 pt, ALL CAPS, bold
- Abstract content: Maximum 300 words; should include topic, objective, method, and results; 10 pt, justified, with 6 nk spacing
- Keywords: should appear in bold font, followed by a colon. The actual keywords must be written in regular (non-bold) font and separated by commas.

4. Article Structure

- INTRODUCTION: 11 pt, left-aligned, ALL CAPS, bold
- Main Sections: Must be numbered (1., 1.1., 1.2., etc.), 11 pt, bold, title case
- CONCLUSION: 11 pt, left-aligned, ALL CAPS, bold
- REFERENCES: 11 pt, left-aligned, bold
- APPENDIX: If applicable, should be placed at the end of the manuscript
- All headings must be numbered; a 6 nk space should follow each major section
- Length Requirement for Research Articles: Between 5,000 and 15,000 words, including footnotes and bibliography

5. Citation and Referencing Style

- APA 7th edition referencing system must be used

Direct Quotations:

- Under 40 words: Included in the paragraph, enclosed in double quotation marks
- 40 words or more: Presented as a block quotation in a separate paragraph, indented 1.25 cm from the left margin, 11 pt

Multiple Author Citations (APA 7 Rules):

- Two authors: (Ismayilov & Mammadov, 2020)
- Three or more authors: (Aliyev et al., 2019)

In the Reference List:

• Two authors: Mammadov, R., & Qasimov, A. (2021). The Origins of Market Systems in the Caucasus: Historical Insights.

• Three to seven authors: Aliyev, T., Guliyev, N., Hasanov, M., & Karimova, S. (2022).

• Eight or more authors: List the first six authors, followed by an ellipsis (...) and the final author's name.

Example: Aliyev, T., Guliyev, N., Hasanov, M., Karimova, S., Alizade, A., Nabiye, R., ... Mammadli, F. (2020).

Main Body

The main body of the scientific article should include the following sections:

Introduction, Research Objectives and Tasks, Materials and Methods, Results, Discussion, Conclusion, Author Contributions, Funding, Supplementary Information, and References.

Italics and bold text may be used for emphasis; however, underlining of letters, words, or sentences is not allowed.

Figures and Tables

Figures should be numbered consecutively. The figure caption must not exceed 12 words. Acceptable image formats are PNG and JPEG. All figures should be embedded within the text at appropriate locations, not at the end of the manuscript.

Tables should also be numbered consecutively (using Arabic numerals). The table title should be placed above the table, and the source (if applicable) should appear below the table in font size 9. Table contents should be presented in font size 8. References to tables in the main text must follow a sequential numbering system (e.g., Table 1, Table 2, etc.).

Tables, Figures, and Graphs

- Must be centered on the page
- Captions: 10 pt, bold; should be inserted using the “Insert Caption” function in Microsoft Word
- Text within tables/graphs: 8 pt, regular font

Table 1. Title of the Table

Heading 1 Heading 2 Heading 3 Heading 4

Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

Source: Compiled by the author based on ? (year).

Table 2. Title of the Table

Heading 1 Heading 2 Heading 3 Heading 4

Text	22.0	1.6	6.3
Text	7.6	2.6	24.9
Text	10.1	10.3	112.2

Source: Compiled by the author based on ? (year).

Submission Requirements

- File format: .doc or .docx
- File name format: lastname_year.docx
- Submission email:businessjournal@wcu.edu.az

RULES FOR COMPILING THE REFERENCES SECTION (APA 7)

The reference list must be included as a separate section at the end of the article under the heading 'REFERENCES' and must comply with the following rules: • Entries must be ordered alphabetically by the authors' surnames. • References should be justified and written without paragraph

indentation. • If the same author has multiple works, they should be listed in chronological order. • Entries must be formatted according to APA 7 guidelines.

Examples:

- Books and Monographs

Author(s). (Year). Title of the book (Edition, if not first). Publisher.

Example:

Kotler, P., & Keller, K. L. (2016). *Marketing management* (15th ed.). Pearson Education.

- Chapter in Edited Books

Author(s). (Year). Title of chapter. In Editor(s) (Eds.), Title of the book (pp. xx–xx). Publisher.

Example:

Porter, M. E. (2004). *Competitive advantage*. In H. Mintzberg & J. Lampel (Eds.), *Strategic management: An integrated perspective* (pp. 205–222). Oxford University Press.

- Journal Articles

Author(s). (Year). Title of the article. Title of the Journal, Volume(Issue), page range. <https://doi.org/xxx>

Example:

Teece, D. J. (2018). *Business models and dynamic capabilities*. *Long Range Planning*, 51(1), 40–49. <https://doi.org/10.1016/j.lrp.2017.06.007>

- Conference Proceedings

Author(s). (Year). Title of the paper. In Title of the proceedings (pp. xx–xx). Publisher/Organization.

Example:

Yoo, Y., Henfridsson, O., & Lyytinen, K. (2010). *Research commentary—The new organizing logic of digital innovation*. In *Proceedings of the International Conference on Information Systems* (pp. 23–34).

- Working Papers / Reports

Author(s). (Year). Title of the report (Report No. if available). Institution. URL (if available)

Example:

World Bank. (2021). *Global economic prospects: Aftershocks of the pandemic*. <https://www.worldbank.org/en/publication/global-economic-prospects>

- Online Sources and Webpages

Author(s). (Year, Month Day). Title of the webpage or article. Website name. URL

Example:

OECD. (2023, March 15). *Innovation-driven growth in small firms*. OECD iLibrary. <https://www.oecd-ilibrary.org/innovation/small-firms>

- Please indicate the date of last access for web-based materials.

Example: (Last accessed: January 6, 2024)

- Newspaper Articles

Author(s). (Year, Month Day). Title of the article. Newspaper Title, page (if applicable). URL

Example:

Gelles, D. (2023, March 8). How remote work reshaped urban economies. The New York Times. <https://www.nytimes.com/economy-remote-shift>

- Non-Latin Script Sources

Titles and names in non-Latin scripts must be transliterated and translated.

Example:

Ivanov, I. (2020). Ekonomicheskiy rost v postsovetskom prostranstve [Economic growth in the post-Soviet space]. Moskva: Nauka.

- Citing DOIs and URLs

Always include the DOI if provided.

Provide a stable URL for online sources.

Indicate (Last accessed: Month Day, Year) when no DOI is available.

In-text Citation Guidelines (APA 7 Style)

In-text citations must follow the APA 7th Edition style, indicating the author's surname and the year of publication.

If the author(s) are mentioned in the sentence, only the year should appear in parentheses:

Aliyev and Mammadov (2016)

If the author(s) are not mentioned in the sentence, include both the surname(s) and the publication year in parentheses, separated by a comma:

(Aliyev & Mammadov, 2016)

If citing multiple sources, list the authors alphabetically, separating each citation with a semicolon:

(Aliyev, 2021; Aliyev & Mammadov, 2000; Mammadov et al., 2022)

For works with three or more authors, use the first author's surname followed by et al.:

(Mammadov et al., 2022)

Number of Authors	First In-Text Citation
One or two	(Aliyev, 2021) (Aliyev & Mammadov, 2020)
Three or more	(Mammadov et al., 2023)

All sources listed in the References section must be cited within the text.

Review Procedure and Evaluation

All submitted articles are initially reviewed for technical compliance. Submissions that meet the requirements are evaluated through a double-blind peer review process by independent experts. Based on the reviewers' comments, the article may be accepted, revised, or rejected.

Plagiarism and Ethical Standards

All information and opinions presented in the article must belong to the authors and be properly cited. Submitted manuscripts are checked through anti-plagiarism software. Articles with a similarity rate exceeding 15% may be rejected by the editorial board. Authors are responsible for adhering to ethical standards.

Submission Calendar and Publication Period

The journal is published four times a year: January 31, April 30, September 30, and November 15. The manuscript acceptance and technical review process is conducted monthly. Accepted articles are numbered and published in the relevant issue.

Graphic and Illustration Requirements

Graphs, images, and other visuals must be submitted in 300 dpi resolution in JPEG or PNG format. Each visual added to the Word document must include a caption inserted using the 'Insert Caption' function. Figure and table captions should be 10 pt, bold, and centered.

Editorial Contact and Response Time

Authors will receive an initial response within 15 business days after submission. The review process will be completed within 6 weeks. Inquiries can be sent to the editorial board via the official email address: businessjournal@wcu.edu.az

- All issues are archived in PDF format, and integration with LOCKSS / PKP PN is planned for the future.

"The editorial and formatting guidelines of this journal have been compiled with reference to globally accepted academic standards (e.g., APA 7, COPE) and adapted specifically for the Research Journal of Business in Emerging Economics."