

Keio Business Review (KBR) Submission Guidelines

General Submission Information:

1. Papers should be written in English.
2. Manuscripts should be submitted electronically to The Society of Business and Commerce, Keio University (E-mail: society@fbc.keio.ac.jp).
3. Manuscripts submitted for publication in KBR must contain original unpublished work and should not be under consideration for publication at another journal.
4. Other submission rules including submission fee and copyright follow those for *Mita Business Review*. (Please contact the Society of Business and Commerce for further information.)

Note: Papers published in the journal are to be posted on the website in the PDF format at the beginning of next fiscal year.

Paper Format Requirements:

1. We strongly recommend that manuscripts not exceed 10,000 words (excluding abstract, references, figures, tables, and appendices).
2. Manuscripts should be double-spaced in 12-point Times New Roman font (except tables and figures).
3. Articles should be printed single-sided on A4 paper.
4. The first page of the manuscript should contain the following information: i) the title; ii) the name(s) and affiliations(s) of the author(s); iii) the address for editorial correspondence including phone and fax numbers and e-mail address; iv) the abstract of 200 words or less; and v) the list of keywords (maximum 10). Acknowledgements and information on grants received may be included as a footnote on the first page.
5. Tables and figures should be numbered consecutively in the text using Arabic numerals and be attached at the end of the text.
6. Footnotes should be kept to a minimum and numbered consecutively throughout the text using superscript Arabic numerals.
7. Citations in the text (and footnotes) should appear as follows; ‘Chujo (2008) claims that ...’ or ‘Traffic jam has been a serious problem (Chujo, 2008).’. The full list of references should be placed at the end of the main text (after appendices if any and before tables and figures) in alphabetical order by author's name. Ensure that all citations in the text correspond exactly to those listed in the references. Please refer to the following sample references:

For journals,

Aumann, R. J. (1987). “Correlated Equilibrium as an Expression of Bayesian Rationality,” *Econometrica*, 55, 1-18.

For unpublished manuscripts and thesis (includes location),

Peck, J. (1994). “Competition in Transactions Mechanisms: The Emergence of Price Competition”, Unpublished Manuscript, Ohio State University.

For books (includes place of publication and publisher),

Enelow, J., and M. Hinich, eds. (1990). *Advances in the Spatial Theory of Voting*. Cambridge, U.K.: Cambridge University Press.

For articles in edited books (includes editors and pages),

Wittman, D. (1990). “Spatial Strategies When Candidates Have Policy Preferences,” in *Advances in the Spatial Theory of Voting*, ed. by M. Hinich and J. Enelow. Cambridge, U.K.: Cambridge University Press, 66-98.

For electronic (only) journals and unpublished materials (includes URL),

Kono, D. Y. (2008). “Does Public Opinion Affect Trade Policy?”, *Business and Politics*, 10 (2), Article 2, <http://www.bepress.com/bap/vol10/iss2/art2/>.

For supplementary materials,

Cahuc, P., F. Postel-Vinay, and J.-M. Robin (2006). “Wage Bargaining with On-the-Job Search: Theory and Evidence, Supplementary material: Extensions,” *Econometrica Supplementary Material*, 74, <http://www.econometricsociety.org/ecta/supmat/4866extensions.pdf>.