

## GUIDE FOR AUTHORS

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### INTRODUCTION

BRQ Business Research Quarterly, formerly Cuadernos de Economía y Dirección de la Empresa (CEDE), is the official journal of the Spanish Academy of Management (ACEDE). The journal was launched in 1998 and publishes original theoretical, methodological and empirical research dealing with questions that are relevant to management and business scholars. It is currently indexed by the Journal Citation Report (Social Science Edition), the Social Sciences Citation Index or Scopus, among other databases and indexing services.

**The editorial process** The Editorial board is composed of senior scientists with local roots to facilitate in-person meetings and follow revision processes closely. Editors assess in first place the potential value added of the paper as a function of the problem statement, proper methodology and relevant implications. Papers that do not fall within the scope of the Journal or that do not reach a minimum threshold are returned to the authors (desk-rejected), usually within three to five days. Papers that are considered suitable for revision are reviewed using a 'double blind' process. Referees are asked to read the article and try to figure out if anybody else would. If the answer is yes, we ask them to tell us who will be interested in the results and why, highlight any technical flaws that could compromise the authors' contribution, and make suggestions that should be basically editorial in nature. This feedback will be thoughtfully considered by the Editors before sending their decision to the corresponding author. The judgment about which changes are needed and, ultimately, which papers will interest BRQ's broad readership is made by our editors; not by our referees. The Editors' goal is to minimize rounds and increase speed while guaranteeing a rigorous contribution that our subscribers read. Papers accepted by BRQ will be published in ahead of print section, which provides immediate access and doi citation to finalized manuscripts prior to its assignment to an issue.

#### Types of article

**Regular papers.** Regular manuscripts build on strong theoretical foundations and empirical evidence to develop a scientific contribution in the field of management. BRQ encourages theoretical diversity and permeability, as well as methodological plurality. The only constraint is to meet the highest analytical standards.

**Review essays.** Manuscripts sent to this section should contain authoritative reviews of the literature, offering an updated and critical discussion of the state of the art. They may include traditional literature reviews or meta-analyses, for instance, as long as they make a contribution to management and establish an agenda for future research. Review articles aim at becoming a reference point for academics on the topic they address.

**Methodological insights.** BRQ welcomes articles with a focus on novel methods and significant improvements to conventional techniques, as long as they show an immediate practical relevance for management researchers. We particularly encourage submissions that emphasize those mooted points of the methods employed in any realm of management that have been misused so far, or whose use can be refined and notably ameliorated by utilizing the latest advances.

**Counterintuitive perspectives.** Their main purpose is to question conventional wisdom in management teaching or research by addressing the issue at stake from different perspectives. Proposals may thus consist of one manuscript by an author to whom other colleague replies, or two manuscripts by different authors presenting conflicting views on a specific topic. The Editorial Board may assess other formats.

### BEFORE YOU BEGIN

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There are several cornerstones in the pursuit of ethical excellence. The publisher of BRQ, for instance, offers a website with tools and resources that allow authors to proceed confidently: <http://www.elsevier.com/ethics/home>. This website helps authors and editors to avoid misconduct in several important issues:

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2. Research fraud: Both fabrication (making up research data and results) and falsification of data (changing or omitting data or results in such a way that the research is not accurately represented) are serious forms of misconduct because they result in a scientific record that does not accurately reflect observed truth

3. Authorship: Naming authors on a scientific paper ensures that the appropriate individuals get credit, and are accountable, for the research. Deliberately misrepresenting a scientist's relationship to their work is considered to be a form of misconduct that undermines confidence in the reporting of the work itself

4. Conflict of interest: When an investigator, author, editor, or reviewer has a financial/personal interest or belief that could affect his/her objectivity, or inappropriately influence his/her actions, a potential conflict of interest exists. Such relationships are also known as dual commitments, competing interests, or competing loyalties

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Infractions may result in the application of sanctions by the Editorial Board, including the suspension or revocation of publishing privileges not only in BRQ but also in other journals printed by the most popular publishers

### **Conflict of interest**

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also <https://www.elsevier.com/conflictsofinterest>. Further information and an example of a Conflict of Interest form can be found at: [http://service.elsevier.com/app/answers/detail/a\\_id/286/supporthub/publishing](http://service.elsevier.com/app/answers/detail/a_id/286/supporthub/publishing).

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## **PREPARATION**

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*Blinded manuscript (no author details):* The main body of the paper (including the references, figures, tables and any Acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

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It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <https://www.elsevier.com/guidepublication>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

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### **Article structure**

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1. Papers are expected to be submitted in English; however, authors may submit their work in Spanish as long as they translate it at their expense once the final version is accepted. All manuscript considered for submission must be sent online by accessing the Elsevier Editorial System at <http://ees.elsevier.com/brq>.

2. Authors must send, at least, two documents. Title page with full names, titles and affiliations of authors and the Main document, without providing any authors' information. Authors should also provide an abstract of up to 150 words, at least a JEL code and a maximum of five keywords.

3. Submissions will be acknowledged by email.

4. Papers submitted should be original and not under consideration by another journal.

5. The suggested limit for regular papers is 30–35 pages (word formatting) including figures, tables, footnotes and references. Manuscripts should be double-spaced and use a 12-point readable font. Review essays, Methodological insights and Counterintuitive perspectives need not follow a strict paper outline and should preferably have between 3000 and 4000 words.

### *Subdivision - numbered sections*

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

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- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

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Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

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Please provide up to 6 standard JEL codes. The available codes may be accessed at JEL: <http://www.aeaweb.org/jel/guide/jel.php>.

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Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

### **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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Book chapters: Pisano, V., Hitt, M.A. 2012. "What is competitive strategy? Origins and developments of a relevant research area in strategic management" in G.B. Dagnino (ed.), *Handbook of research in competitive strategy* (pp. 21-44) Edward Elgar, Massachusetts.

Journal articles: Gómez, J., Salazar, I., Vargas, P. 2012. "Access to information channels and the adoption of process technologies". *Cuadernos de Economía y Dirección de la Empresa* 15(2), 169-180

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