

## NOTE TO AUTHORS

*The Pan-African Journal of Business and Management (PAJBM)* is an international Journal that publishes original research papers of academic interest. It contains peer reviewed solicited and unsolicited academic articles presenting research done in the business field in countries in Africa. The Journal accepts both conceptual, theoretical and research based articles. It also accepts cases, book reviews and summaries of dissertations.

The Editorial Board of PAJBM welcomes submission of manuscripts to be considered for publication. The manuscripts must be submitted with a cover letter stating that all authors agree with the content and the submission to PAJBM. Complete contact information of the author to whom all correspondence regarding the manuscript should be addressed must be included.

All submissions will be peer reviewed by at least two anonymous reviewers who will be looking for the scientific quality of the submitted papers. The Editorial Board reserves the right to accept or reject any manuscript and also the right to edit the manuscripts as it sees fit. A decision on every manuscript should be made in a timely manner and communicated to the authors.

### Submission guidelines

To facilitate the double-blind peer-review process, **each submission should be broken into two separate files**: (1) Title Page and (2) Main Document. Identifying information should not appear anywhere within the main document file.

#### *FILE 1: Title Page*

- 1) Title
- 2) Author(s) name, title, institution, address, telephone number, and e-mail address.  
State to whom (if more than one author) correspondence should take place
- 3) Abstract (max 200 words)
- 4) Keywords (max four)

#### *FILE 2: Main Document*

- 1) Title
- 2) Abstract (max 200 words)
- 3) Keywords (max four)
- 4) Main text (max 15 pages)\*
- 5) References (APA style)
- 6) Appendixes

\*The main text should include *introduction, methods, results and discussion, conclusion and recommendations, acknowledgements*. The total number of pages should not exceed 20.

The set-up of the manuscript should be on A4 or 8.5" x 11" paper, single spaced. 1 inch margin: left, right, top and bottom. Font: 12 Times New Roman, written in Word program.

## **References**

References to used sources must be clearly identified in the text at appropriate place. When the authors name is in the text cite (Smith 2014). When there are dual authors to the publication give both names but with more than two use et al. When citation is made to several publications separate with semicolon and arrange them in alphabetic order (Jones 2013; Smith 2014; Taylor & Jaensson 2009).

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