INFORMATION FOR AUTHORS

1. **Submission.** Submit your manuscript, neither published nor submitted for publication elsewhere, electronically to Editor, K.C. Chen (kchen@csufresno.edu). A submission fee of $70 must be paid via Paypal.com (recipient account: premierijb@hotmail.com) or make check payable to Premier Publishing mailed to 9534 N. Madison Ridge Rd., Fresno CA 93720, USA. There is no publication fee.

2. **Review Process.** All manuscripts are blind- and peer-reviewed. A preliminary review and plagiarism check will be conducted by the Editorial Office. Editor will then send manuscript to 1~2 experts in the subject area for a blind review, which normally takes about 4~6 weeks. A decision from the Editor will be rendered as soon as the review process is completed.

3. **Potential Conflicts of Interest.** Manuscripts submitted by Editorial Board members will be processed in the same manner outlined in the above review process to maintain integrity.

4. **Professional Presentation.** To minimize editorial changes, check the manuscript for clarity, grammar, spelling, punctuation, and consistency of references before submission.

5. **Retraction Policy.** *IJB* recognizes the importance of keeping the historic record of published manuscripts available and unchanged as long as possible. If a paper was published due to misconduct or dishonesty, the Editorial office will correct the scholarly record in accordance with COPE’s Retraction Guidelines and the severity of the paper. Actions vary from (a) expression of concern, (b) correction, (c) retraction, and (d) removal. If the corrective action originates from an author’s request, *IJB* will honor author’s request.

6. **Copyright and Copying.** All rights reserved. No part of *IJB* publications may be reproduced, stored or transmitted in any form or by any means without the prior permission in writing from the Publisher. However, academic institutions with a current paid subscription to the journal may make multiple copies for teaching purposes for free, provided such copies are not resold or copied. In all other cases, permission should be obtained directly from the Publisher. Institutions with a valid photocopying and/or digital license with the Copyright Clearance Center may copy excerpts from *IJB* published articles under the terms of their license, please go to CCC.

7. **Archiving Policy.** The journal’s website at the Craig School of Business, California State University-Fresno will host permanent archives of the journal for purposes of preservation and restoration.

8. **Self-Archiving Policy.** After a manuscript is published, the author(s) may archive the article in open access repositories. The article archived must be in a pdf format carrying journal name and date of publication.

9. **Anti-plagiarism.** The editor will check the similarity rate of each submission. To be a contributor of any manuscript published in the journal, author must be the original author who worked on the manuscript independently.

10 **Complaints.** All complaints regarding the review/publication process should be directed to the Editor directly.

11 **Advertising and Special Services Contact Information.** For print advertising and reprint orders, please contact the following office:
   Premier Publishing
   P.O. Box 27647
   Fresno, CA 93729-7647
   (559) 250-5525   Email: premierijb@hotmail.com