

Reviewer Instructions

Overall, our objective is to publish original, rigorous, well-done work that has significant implications for managers and academics. Articles with a primarily theoretic approach should be sent to one of the many journals that specialize in that approach. Theory building or testing articles based on empirical (not necessarily quantitative) research with strong managerial focus is especially encouraged. Articles that deal with various business fields are also solicited for the NOTES section of the journal, as are comments (concerning previously published research papers), Errata, Tutorials (about new topics in business and economics), Descriptive research, Methodology papers, regular studies. Although these types of papers must also be original and well done, their methodology style and rigor may be subject to different standard (e.g. descriptive research and tutorials) than regular research studies. One of the biggest challenges for the Oxford Journal: An International Journal of Business & Economics (OJ) editor is obtaining reviews ON TIME! Remember that people's careers- decisions concerning their reappointment, promotion, or tenure- are often riding on your review. As Blake Ives, former Editor-in-Chief of MIS Quarterly once noted: "Time ticking away on an assistant professor's tenure clock is a dear and irreplaceable asset." Your timely and constructive review for OJ, the top tier journal in your field, may well be the key to their tenure or reappointment decision. The first task in being timely is to let the editor know if you can review the paper by the time requested (and, if not, when) by returning the postcard promptly. If you cannot review the paper within a reasonable period after the requested time, return all the material immediately so another reviewer can be found. A referee report consists of two parts:

- i. A cover letter with the manuscript number/title and your opinion, and
- ii. The report itself intended to be transmitted to the author(s). The editorial address is:

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2. Please send the report by snail mail, too, because e-mail is not always reliable, and you can't verify whether the editorial office has received your report by e-mail. Fax reports are likewise acceptable.

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- Accept for publication after minor revision, with a suggestion about the length.
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