

Guidelines for Manuscripts for the *Journal of Biblical Integration in Business*

Sharon G. Johnson, Editor
Cedarville University

Purpose

The *JBIB* is devoted to providing a broad, blind peer-reviewed forum for sharing perspectives about biblical integration in the business disciplines. Articles are invited focusing on any matter ranging from research to teaching, from practical applications to philosophical models. Each issue of the *JBIB* reflects the character of the available manuscripts. The editor's aim, and the aim shared by the approximately 40-member board of review, is to support professional and scholarly growth among Christians. Rather than taking "pride" in how many manuscripts are rejected, the *JBIB* editorial team takes great joy in working with manuscripts in order to develop them into the highest quality publications possible. This almost always requires manuscripts to be significantly revised.

We see ourselves as in partnership with authors, not in competition. The process of writing and revising is part of the

great enterprise of sharing ideas with peers, and is, we believe, an essential expression of the need to not only transmit the knowledge of others, but to develop and test new ideas of our own creation. Our professional calling is enhanced to the degree that we are both effective carriers and inventive creators of ideas.

Manuscript Guidelines

JBIB articles must focus on the integration of biblical perspectives and passages within the disciplines of business and economics. Thus, biblical citations and discussion must have a prominent part of each article. The editorial process includes a very close examination of biblical passages being used with proper regard for exegetical and hermeneutic principles.

JBIB articles are expected to be grounded in some "stream" of existing literature. While we do encourage creative exploration and the development of innovative insights, the editorial team also wants the articles to reflect some awareness of the

ideas of other writers, philosophers, etc. Thus, citations and a significant bibliography are important. The board of review appraises both the adequacy of the review of literature and the appropriateness of the biblical integration.

JBIB articles are written for a rather broad business audience. The primary target of the journal is professors teaching business at Christian and secular colleges and universities. Increasingly, however, the *JBIB* is being read by those outside the college arena. Therefore, the editor and reviewers seek to maintain a writing style that is accessible to a wide variety of teachers and practitioners. This would mean that technical terms should be explained (rather than assumed to be known) and that specific business-oriented examples are essential. Put another way, we wish to avoid jargon and academic-speak and thus focus on communicating clearly and concretely across the various boundaries of our business disciplines.

Policy Regarding Previously Published Material (Including CBFA Meeting Presentations)

The *JBIB* does not normally publish manuscripts (or book

reviews) that have been previously published in other journals, books, or magazines.

The *JBIB* will consider manuscripts of papers presented at regional or national meetings (including those presented at the CBFA national meeting). In this regard authors should note that the *JBIB* is a blind peer-reviewed academic journal. The *JBIB*'s standards for manuscript acceptance may be quite different from those of acceptance for meeting presentations. Frequently, regional and national meetings are forums for early versions of ideas, as well as for discussing issues related to a particular discipline's pedagogical, organizational, and political concerns. Therefore it is the position of the *JBIB* that papers presented at meetings should be substantively changed for consideration as *JBIB* manuscripts. While it is not practical to quantify the required degree of change, it would be expected that the author(s), in a letter accompanying the manuscript, would be able to document the substantive changes made in development of the manuscript for *JBIB* review. The *JBIB* reserves the right to not publish material considered

to be insufficiently developed as a journal manuscript.

Authors who do submit manuscripts developed from previous paper presentations should recognize that they may forfeit some of the “blindness” in the blind review process. While all identifying information will be deleted in manuscripts sent to board of review members, one or more members of the board may have knowledge of the paper as a presentation. Such papers are often published in meeting proceedings and these may well be known to reviewers (especially from the CBFA’s own national meeting).

Non-Manuscript Guidelines

In addition to articles, the *JBIB* also encourages submission of cases and reviews of books, videos, computer programs, Internet sites, and other media that would be of interest to classroom teachers. Also, the *JBIB* encourages responses to articles published in the journal. Such responses may be in the form of extended letters, critiques, or even rejoinders to material presented in past issues of the journal.

Questions the Board of Review Asks About Each Manuscript

1. Would the topic of the manuscript be of interest to our CBFA readership (and those with whom they might share the material)? Is the topic too narrow and technical? Is it too broad and generic? Will the topic be helpful and stimulating to many of our members?

2. Is the manuscript readable or accessible? That is, could people in the CBFA membership readily understand the points being discussed? Would understanding the integration message of the manuscript be diminished by the approach or language of the manuscript?

3. Is there a strong integration dimension to the manuscript? Are biblical passages, precepts, and principles intimately woven into the flow and fabric of the manuscript?

4. Does the manuscript handle its biblical passages, precepts, and principles correctly? This does not refer to taking a particular theological stand but does mean that passages are used in context and precepts and principles are clearly and reasonably articulated.

5. Are there ways in which the manuscript could be strengthened by the addition of some material or by the deletion

of some material? For example, does the manuscript need more elaboration in its introduction or greater clarification in its conclusion or sharper development of the in-between material?

Technical Specifications for Manuscript Submissions

1. Those considering submitting manuscripts to the *JBIB* should review past *JBIB* issues to determine content, length, citation, and other “standards” implicit in the articles accepted for publication in the past. Electronic versions of past articles can be accessed at www.cbfa.org.

2. All submissions of manuscripts must be accomplished electronically as an e-mail attachment (Microsoft Word format) sent to johns@cedarville.edu.

3. The *JBIB* uses endnotes rather than footnotes and adheres to APA standards for citations within the manuscript and for bibliographic information in the endnotes.

4. While there is no “expected” article length, our experience has shown that substantive “feature” articles tend to take 20-30 pages (double-spaced). Manuscripts of greater

or lesser length will be accepted also.

Review Process

1. Manuscripts are reviewed by the editor to determine whether the material is appropriate for inclusion in the *JBIB* and whether the material is of sufficient written quality to forward to the board of review. The editor, at this point, may request a rewriting of the manuscript or may determine that the manuscript will not be considered further for review.

2. Manuscripts accepted through this initial “fit and readability” screen by the editor are submitted to members of the board of review in a blind review process: that is, the author(s) name(s) is(are) deleted before sending out the material. The memorandum accompanying the manuscript for review usually includes some initial comments on the manuscript by the editor.

3. After receiving reviews from individual board of review members (this may take 60-90 days, depending on the schedules of the board of review members), the editor determines areas of the board’s praise and concern. Based on the editor’s analysis, four decisions are possible:

- a decision to publish without revision (very rare)
- a decision to publish with some revisions (rare)
- a decision to withhold a publishing decision until significant rewrite and re-review by the board of review (usual)
- a decision to not accept the manuscript for publication (unusual).

Almost all manuscripts have to be rewritten to some extent. This is not an indication that manuscripts are weak. Rather, it is an indication of the intention of the editor and the board of review to make each issue of the *JBIB* carry the strongest possible message of the quality of applied scholarship. Rewriting strengthens good writing.

Revised manuscripts must be accompanied by a letter from the author(s) detailing the specific changes made to the particular concerns and suggestions expressed by the reviewers. The revised manuscript will be reviewed by the editor and sent to the original reviewers along with the author's letter and a copy of the original manuscript. In some cases revised manuscripts may also be sent out to new reviewers.

4. A decision to publish (with or without minor revisions) will be acknowledged by the editor in a letter. At that time the author(s) will be asked to submit both a paper and an electronic (e-mail) copy of the final manuscript in Microsoft Word format.

5. Manuscripts accepted for publication will be sent out to the entire board of review. Reviewers will be invited to submit rejoinders to be published along with the article. The rejoinders may challenge and/or extend the authors' paper. The rejoinders create a sense of dialogue that has been considered a valuable feature of the *JBIB*.

Communicating with the Editor

If you have any questions at all about the *JBIB*, I invite you to contact me.

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Journal of Biblical Integration in Business
Cumulative Index
1995-2002

*(Note: all institutional references relate to the year
the article was printed. Some authors have
subsequently changed their institutional affiliation.)*

1995

Editor's Perspective

Of Journeys, Jungles, and Journals

Sharon G. Johnson
Cedarville College

The Challenge: To Impregnate Business Teaching With Biblical Integrity

Richard C. Chewning
Baylor University

*Biblical Managers and the Functions of Management:
Do Today's Management Principles Apply?*

Amy Creighton, C. Steven Arendall, and Bevalee B. Pray
Union University

Making Connections: Integrating Christianity and Economics

Lisa Surdyk
Seattle Pacific University

Potential Threats to the Greatest Commandment: Power and Profits

Edward J. Trunfio
Gordon College

1996

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Biblical Integration in Business: A Proposed Model

Sharon G. Johnson
Cedarville College

Toward A Biblical Understanding of the Work Ethic

Mark D. Ward
Trinity Christian College

Financial Risk: An Alternative Biblical Perspective

Robert Brooks
The University of Alabama

Deming's Philosophy of Transformation: A Christian Criticism

Thomas M. Smith and Todd P. Steen
Hope College

Christian Virtues and Finance

Niles C. Logue
Messiah College

*Three Basics for Leadership Development in
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Don Page
Trinity Western University

1997

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A Teacher's Perspective; A Scholar's Passion

Sharon G. Johnson
Cedarville College

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Sharon G. Johnson
Cedarville College

*Let's Quit **Thinking** About Integration*

Steve Vander Veen
Calvin College

A Response to Vander Veen

Richard C. Chewning
Baylor University

Relativistic Synthesis

Richard C. Chewning
Baylor University

A Response to Chewning

Steve Vander Veen
Calvin College

Faith Learning Integration in Economics

Galen P. Smith and Sharon G. Johnson
Cedarville College

The State and the Redistribution of Income

Vincent A. LaFrance
Messiah College

A Response to Smith and Steen

(see *Deming's Philosophy of Transformation: A Christian Criticism*,
Thomas M. Smith and Todd P. Steen, Hope College, 1996 **JBIB**)

Bruce Winston
Regent University

1998

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Sharon G. Johnson
Cedarville College

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Brian E. Porter
Calvin College

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Messiah College

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Robert S. Huie
Calvin College

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Trinity Christian College

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Eric H. Beversluis
Aquinas College

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Brian E. Porter
Calvin College

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Harwood Hoover Jr.
Aquinas College

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Sharon G. Johnson
Cedarville College

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Richard C. Chewning
Baylor University

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Bert Wheeler
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A Response to Chewning

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Calvin College

Biblical Integration in Business: A Trip Through the Looking Glass?

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University of Arkansas at Little Rock

Where There is No Strategic Plan, the People Fail?

Robert A. Black
Houghton College

1999

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The Future We Make vs. the Future We Take

Sharon G. Johnson
Cedarville College

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Trinity Christian College

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David L. Skinner
Mount Vernon Nazarene College

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Brian E. Porter
Hope College

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Northwestern College

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Brian E. Porter
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University of Manitoba

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John E. Stapleford
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Richard C. Chewning
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Galen Smith and Bert G. Wheeler
Cedarville College

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Sharon G. Johnson
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Sharon G. Johnson
Cedarville College

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Yvonne Smith
Biola University

A Modest Proposal for A Bold Initiative:

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The Master’s College

Business Education and Microenterprise: A Millennial Marriage

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Huntington College

*Student Culture and Christian Business Programs in the 21st Century:
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Niles C. Logue
Messiah College

2000

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Mainstreaming: Watching, Wading, and Swimming

Sharon G. Johnson
Cedarville University

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A. Gregory Stone
Regent University School of Business

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Emory & Henry College

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Practical Bible College

*Stewardship-Leadership:
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Nicholas A. Beadles II
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A Response to “Stewardship-Leadership”
Brian E. Porter
Hope College

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Virgil Smith
Biola University

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Richard C. Chewning
Baylor University

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Niles C. Logue
Messiah College

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Sharon G. Johnson
Cedarville University

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Abilene Christian University

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Management: A Response to “Doing Business with the Hebrew Bible”*
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Grace College
Murray Young
Colorado Christian University

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Jae Min Jung and James Kellaris

University of Cincinnati

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Alec Hill

InterVarsity Christian Fellowship

International Business and Social Justice: A Response to Hill

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Hope College

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The Believer and Socialization in Business

Kent W. Seibert

Wheaton College

Reply to Seibert's "Learning the Ropes Without Getting Strangled:

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Belhaven College

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Assimilating the Mind of Christ

Richard C. Chewning

John Brown University

A Response to Richard Chewning's "A Dozen Styles of Integration"

Calvin Fields

Belhaven College

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Left Behind: The Case Study

Michael E. Cafferky

Quincy Valley Medical Center

Best Practices

*Economic Applications to the Bible or
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Brad Stamm

Cornerstone University

The "Senior Blessing" at Abilene Christian University's

College of Business Administration

William Fowler and John D. Neill

Abilene Christian University

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Eric Elder

Northwestern College

2002

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Balancing Invitation with Intrusion in Teaching

Sharon G. Johnson

Cedarville University

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Chip Weiant

CompassUSA

The American Center for Civic Character

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Secular Ethics Education*

Geoffrey P. Lantos

Stonehill College

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Integration Reinforced Through Apologetics: Two Case Illustrations

Richard C. Chewning and Delia Haak

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God's Economy: Teaching Students Key Biblical Principles

Lisa Klein Surdyk

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Grace College

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Gary L. Karns

Seattle Pacific University

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Nicholas J. Fessler

Abilene Christian University

Journal of Biblical Integration in Business
2002-2003 Board of Review

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Criteria for Membership

Membership is open to college and university faculty members
who agree with the following:

1. That Jesus Christ is the Son of God and through His atonement is the mediator between God and man.
2. That the Word of God expressed in the Bible is inspired by God and is authoritative in the development of Christian faith and practice.
3. That the Christian faith has significant implications for the structure and practice of business.
4. That developing Christian education for business practice should be undertaken as a cooperative venture of this organization.

CBFA Membership Enrollment & Renewal Form			
Dues are \$25 per year (U.S. currency) per individual member			
Name		Fax	
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Department		Teaching Field(s)	
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Office Phone		Home Phone	

Return this form with a check or money order (made out to **Christian Business Faculty Association**) to:

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