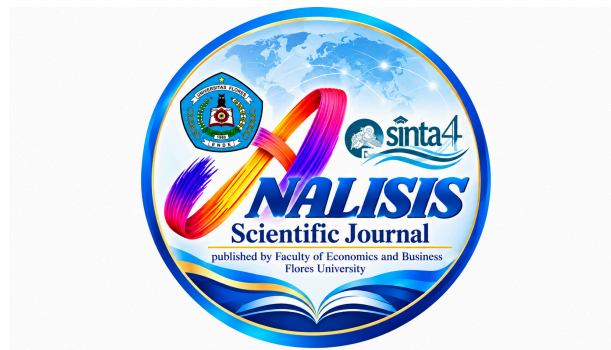




## Scientific Journal of Economics, Management, Business, and Accounting

# AUTHOR GUIDELINES

*Recommended editorial version for OJS | 2026*

|                         |                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Publisher</b>        | Faculty of Economics and Business, Universitas Flores                                                                                       |
| <b>ISSN</b>             | p-ISSN 1907-5189   e-ISSN 2722-6328                                                                                                         |
| <b>Frequency</b>        | Two issues per year (March and September)                                                                                                   |
| <b>Article type</b>     | Original research articles; empirical, qualitative, quantitative, mixed-methods, systematic/bibliometric studies when analytically rigorous |
| <b>Primary language</b> | English or Bahasa Indonesia                                                                                                                 |

**Editorial note.** This document is prepared as a professional, OJS-ready author-guideline draft based on the journal's publicly indexed scope, identifiers, and recent publication record. The current OJS submissions page was not directly accessible during preparation, so any journal-specific policy that is not publicly verifiable should be confirmed by the editorial board before publication.

## 1. Journal Scope and Aims

ANALISIS is an open-access, peer-reviewed scientific journal published by the Faculty of Economics and Business, Universitas Flores. The journal disseminates original scholarly work addressing contemporary issues in economics, business, accounting, management, and entrepreneurship. The scope is particularly relevant to the Indonesian economic and business context while remaining open to studies with broader national, regional, or international implications.

The journal considers manuscripts that make a clear theoretical, methodological, empirical, or practical contribution. Studies may employ quantitative, qualitative, mixed-methods, systematic review, bibliometric, or other rigorous scholarly approaches, provided that the methodology is appropriate to the research question and the analysis is transparent and reproducible.

## 2. Topics Within the Scope

Submissions may address, but are not limited to, the following areas:

- Business and Economics; macroeconomics, microeconomics, development economics, economic policy, econometrics, and applied economics.
- Accounting; financial accounting, management accounting, auditing, taxation, public-sector accounting, accounting information systems, sustainability/accounting disclosure, and behavioral accounting.

- Entrepreneurship; entrepreneurial intention, innovation, entrepreneurial ecosystems, MSMEs, digital entrepreneurship, social entrepreneurship, and venture development.
- Management and Organization; organizational behavior, leadership, human resource management, organizational culture, industrial relations, and change management.
- Marketing; consumer behavior, marketing strategy, digital marketing, service marketing, branding, customer experience, and market analytics.
- Finance and Investment; corporate finance, financial behavior, banking, capital markets, risk management, investment, financial technology, and sustainable finance.
- Operations and Strategy; production/operations management, supply chains, project management, strategic management, productivity, and business performance.
- Public Policy and Quantitative Analysis; public policy, statistics, econometrics, and data-driven analysis relevant to economics and business.

### 3. Article Types

- Original Research Article – reports a completed empirical or analytical study with a clearly defined research problem, methods, results, and contribution.
- Conceptual/Theoretical Article – develops or critically evaluates a theoretical argument, framework, or proposition and demonstrates a meaningful contribution to the literature.
- Systematic Literature Review / Bibliometric Article – synthesizes a defined body of literature using transparent search, screening, inclusion, and analysis procedures.
- Case Study – provides rigorous analysis of a clearly bounded organizational, business, policy, or accounting case using appropriate evidence and methods.

The editorial board may prioritize original research articles when space is limited. Manuscripts that are purely descriptive, routine undergraduate assignments, or reports without a clear scholarly contribution may be declined without external review.

### 4. Submission Requirements

Authors must submit manuscripts through the journal's online submission system (OJS). The submitting author should ensure that the manuscript and all metadata are complete before submission.

- The manuscript is original and has not been published previously in any language.
- The manuscript is not simultaneously under consideration by another journal.
- All listed authors meet accepted authorship standards and have approved the submitted version.
- All sources used in the manuscript are properly cited and included in the reference list.
- Where applicable, permission has been obtained for copyrighted material, proprietary datasets, or reproduced figures/tables.
- The manuscript is prepared using the journal template and follows the formatting requirements below.
- All required author metadata, including ORCID, affiliation, email, and corresponding-author details, are entered accurately in OJS.
- The authors disclose funding, conflicts of interest, ethical approval, data availability, and the use of generative AI where applicable.

### 5. Manuscript Preparation and Formatting

Authors should use the journal manuscript template. Unless the editorial office specifies otherwise, the following baseline formatting is recommended for submission:

| Element        | Recommended specification                                                       | Notes                                                                                  |
|----------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Paper size     | A4 (210 × 297 mm)                                                               | Portrait orientation unless a table/figure genuinely requires landscape.               |
| Margins        | 20 mm top/bottom; 20–25 mm left/right                                           | Use consistent margins throughout.                                                     |
| Font           | Aptos or Times New Roman, 10.5–12 pt body text                                  | Journal may standardize during production.                                             |
| Line spacing   | 1.0–1.15                                                                        | Use consistent paragraph spacing.                                                      |
| Columns        | Single column for review submission; final layout may be typeset by the journal | Avoid manual column breaks in the manuscript.                                          |
| Length         | Approximately 4,500–8,000 words                                                 | Longer manuscripts should be justified by scholarly necessity.                         |
| Title          | Specific, concise, informative; preferably ≤18 words                            | Avoid unnecessary abbreviations and formulae.                                          |
| Abstract       | 150–250 words                                                                   | Structured logically around purpose, method, main results, and conclusion/implication. |
| Keywords       | 3–5 terms/phrases                                                               | Use established disciplinary terminology.                                              |
| Headings       | Numbered or unnumbered, but consistent                                          | Recommended: Introduction; Methods; Results and Discussion; Conclusion; References.    |
| Citation style | APA 7th edition (author–date)                                                   | Use a reference manager where possible.                                                |
| Tables/Figures | Editable where possible; numbered sequentially                                  | Provide titles/captions and define abbreviations.                                      |
| References     | Only cited sources; preferably recent and authoritative                         | Verify every DOI/URL before submission.                                                |

## 6. Recommended Manuscript Structure

### 6.1 Title Page / Article Header

Provide the article title; full author names without academic degrees; institutional affiliation(s); city/country; ORCID IDs; and corresponding-author email.

### 6.2 Abstract

State the study objective, problem or gap, method/design, principal findings, and main conclusion or implication. Avoid citations, undefined abbreviations, and statements not supported by the manuscript.

### 6.3 Keywords

List 3–5 keywords or short phrases that improve discoverability. Avoid repeating every major word from the title.

### 6.4 Introduction

Establish the broader problem, explain the research gap/state of the art, present the relevant theoretical or conceptual basis, formulate the research question/objective and, where applicable, hypotheses/propositions, and state the study's contribution.

## 6.5 Literature Review / Theoretical Development

Use current and authoritative literature to build the conceptual argument. Clearly distinguish established findings from the authors' interpretation. For hypothesis-driven studies, explain the expected relationships and theoretical rationale.

## 6.6 Methods

Describe the research design, setting, population/sample or data source, sampling procedure, measures/instruments, data-collection procedures, analytical techniques, robustness checks where relevant, and ethical procedures. Sufficient detail should be provided for replication or informed evaluation.

## 6.7 Results

Present the principal findings in a logical sequence. Use tables and figures when they improve clarity. Do not duplicate every data point in both text and tables.

## 6.8 Discussion

Interpret the findings in relation to theory, prior studies, and the research question. Explain convergences/divergences, mechanisms, boundary conditions, practical implications, and theoretical implications.

## 6.9 Conclusion

Summarize the principal contribution without merely repeating the results. Include concise implications and, where relevant, limitations and directions for future research.

## 6.10 Acknowledgments

Optional. Acknowledge substantive non-author assistance, institutional support, data access, or funding where appropriate.

## 6.11 Declarations

Include funding, conflict of interest, ethical approval, informed consent where relevant, data/material availability, author contributions, and AI-use disclosure where applicable.

## 6.12 References

List only sources cited in the manuscript. Ensure every in-text citation has a matching reference and vice versa.

# 7. Title, Authors, and Affiliations

The title should communicate the main phenomenon, population/context, or analytical relationship examined. Authors should be listed in the order agreed by the research team. Academic degrees and honorifics should not be included in the byline.

- Provide one institutional affiliation for each author, including department/program, faculty or school, university/institution, city, and country.
- Identify one corresponding author using an asterisk (\*) or equivalent marker.
- Provide institutional and personal email information required by the OJS metadata.
- ORCID iDs are strongly recommended for all authors.

## 8. Abstract and Keywords

The abstract should be self-contained and written in clear academic language. For empirical articles, a useful internal logic is: Background/Problem → Objective → Methods → Results → Conclusion/Implications. The abstract should not contain citations, footnotes, tables, figures, or extensive abbreviations.

## 9. Tables, Figures, and Equations

- Number tables and figures consecutively in the order in which they are first cited.
- Place table titles above tables and figure captions below figures.
- Use high-resolution, readable figures and ensure all legends, axes, units, and abbreviations are explained.
- Avoid decorative figures that do not contribute analytically to the manuscript.
- For equations, use an equation editor where possible and define symbols when first introduced.
- Authors must ensure that reproduced or adapted material is legally permissible and appropriately attributed.

## 10. Statistical and Quantitative Reporting

Quantitative manuscripts should report analytical decisions transparently. Depending on the study design, authors should provide sufficient information on model specification, assumptions, estimation procedures, effect sizes or coefficients, uncertainty measures, sample size, missing-data treatment, and robustness/sensitivity analyses. Report p-values accurately and avoid interpreting statistical significance as substantive importance.

## 11. Qualitative Research Reporting

Qualitative manuscripts should clearly identify the methodological tradition and justify the design. Describe participant selection, setting, data sources, data-collection procedures, analytic process, reflexivity or positionality when relevant, and strategies used to support credibility, dependability, and transparency. Use anonymization where participants or organizations could be identified.

## 12. Review and Publication Process

ANALISIS uses peer review to evaluate the originality, rigor, relevance, clarity, and contribution of submitted manuscripts. A typical process is: editorial screening → plagiarism/quality screening where applicable → reviewer assignment → peer review → revision → final editorial decision → copyediting/typesetting → publication.

The editorial team may reject a manuscript before external review when it is clearly outside the journal's scope, lacks sufficient scholarly contribution, fails to meet basic methodological standards, or does not comply with submission requirements. Revised manuscripts should be accompanied by a clear response to reviewers and a description of substantive changes.

## 13. Research Integrity and Publication Ethics

- Originality and plagiarism: Manuscripts must contain original work and properly acknowledge all sources. Plagiarism, duplicate publication, fabrication, falsification, and citation manipulation are unacceptable.
- Authorship: Authorship should reflect substantial intellectual contribution and responsibility for the work. Gift, guest, and ghost authorship should be avoided.
- Duplicate submission: A manuscript must not be submitted to multiple journals simultaneously.

- Conflicts of interest: Authors must disclose any financial, professional, or personal relationship that could reasonably be perceived to influence the work.
- Funding: State all funding sources and the role of funders, where applicable.
- Ethical approval: Studies involving human participants, sensitive personal data, animals, or other regulated research contexts should state the approving ethics committee/institution and approval reference where applicable.
- Informed consent: Obtain consent when required by the study design and applicable regulations. Do not publish identifying information without an appropriate basis or consent.
- Data integrity: Authors are responsible for the accuracy and provenance of data and analyses. Fabricated or manipulated evidence is grounds for rejection or post-publication action.
- Corrections and retractions: The journal may issue corrections, expressions of concern, or retractions when substantive errors or integrity concerns are identified.

## 14. Generative AI and AI-Assisted Tools

Authors may use generative AI or AI-assisted tools for language polishing, translation, coding support, brainstorming, or other limited assistance, provided that the use does not compromise originality, confidentiality, research integrity, or accountability. AI systems must not be listed as authors.

Authors remain fully responsible for the accuracy, originality, citations, data interpretation, and final text of the manuscript. Where AI tools materially contribute to drafting or analysis, disclose the tool and its substantive use in an appropriate declaration or methods statement. Do not upload confidential manuscripts, personally identifiable participant data, or proprietary information to external AI systems without authorization.

## 15. References and Citation Style

ANALISIS recommends APA 7th edition author–date referencing. Authors should prioritize peer-reviewed and authoritative sources, especially recent literature that establishes the current state of the field. Older seminal works may be retained when they are essential to the theoretical framework.

Examples:

- Journal article: Smith, J. A., & Jones, P. R. (2025). Title of the article. *Journal Name*, 15(2), 100–115. <https://doi.org/xx.xxxx/xxxxx>
- Book: Robbins, S. P., & Judge, T. A. (2022). *Organizational behavior* (19th ed.). Pearson.
- Web source: Organization Name. (2025). Title of page. URL

Authors should use a reference manager such as Zotero, Mendeley, or EndNote and carefully check capitalization, author order, DOI formatting, and consistency between in-text citations and the reference list.

## 16. Data, Materials, and Reproducibility

Where ethically and legally possible, authors are encouraged to provide access to datasets, instruments, code, appendices, or other materials needed to understand or reproduce the analysis. When data cannot be shared, explain the restriction (e.g., confidentiality, contractual limits, privacy, or legal constraints).

## 17. Suggested Submission Checklist

- ☐ Manuscript fits the journal's scope and article type.
- ☐ Title is concise, specific, and aligned with the research question.
- ☐ Author names, affiliations, emails, ORCID iDs, and corresponding-author details are complete.
- ☐ Abstract is within the recommended word range and accurately reflects the manuscript.
- ☐ Introduction demonstrates the research gap and contribution.

- ☐ Methods are sufficiently transparent for critical evaluation or replication.
- ☐ Tables and figures are numbered, titled/captioned, and cited in the text.
- ☐ All in-text citations appear in the reference list and vice versa.
- ☐ References are formatted consistently in APA 7th edition.
- ☐ Funding, conflict of interest, ethics, consent, data availability, author contributions, and AI-use disclosures are included where applicable.
- ☐ Manuscript has been checked for language quality, formatting, and obvious typographical errors.
- ☐ The manuscript is not under review elsewhere.

## 18. Information for the OJS Submission Metadata

| OJS metadata field                 | What authors should enter                                                             |
|------------------------------------|---------------------------------------------------------------------------------------|
| <b>Title</b>                       | Exact manuscript title in the submitted manuscript.                                   |
| <b>Abstract</b>                    | Final abstract, plain text, without references or formatting codes.                   |
| <b>Keywords</b>                    | 3–5 standardized keywords/phrases.                                                    |
| <b>Authors</b>                     | Each author entered separately, in final authorship order.                            |
| <b>Affiliations</b>                | Complete institutional affiliation and country.                                       |
| <b>ORCID</b>                       | ORCID iD for each author where available.                                             |
| <b>References</b>                  | Complete reference list in the manuscript and any OJS field requested by the journal. |
| <b>Funding / conflict / ethics</b> | Enter the same declarations stated in the manuscript.                                 |
| <b>Suggested reviewers</b>         | Only when requested; provide independent experts with no conflict of interest.        |

## 19. Contact and Journal Identification

ANALISIS – Scientific Journal of Economics, Management, Business, and Accounting is published by the Faculty of Economics and Business, Universitas Flores, Ende, East Nusa Tenggara, Indonesia. Registered identifiers: p-ISSN 1907-5189 and e-ISSN 2722-6328.

Editorial address: Faculty of Economics and Business, Universitas Flores, Jl. Sam Ratulangi, Ende, Flores, East Nusa Tenggara, Indonesia.

Official OJS website: <https://e-journal.uniflor.ac.id/index.php/analisis>

For OJS contact details, submission notices, and current editorial policies, authors should consult the journal website and the latest issue information before submission.

## 20. Basis for This Draft

This guideline draft was prepared using publicly indexed journal information for ANALISIS, including the journal scope, identifiers, publisher, recent 2025 issue records, and indexing information. Publicly indexed records identify the journal as an open-access, peer-reviewed publication covering economics, business, accounting, entrepreneurship, and related management topics, and record p-ISSN 1907-5189 and e-ISSN 2722-6328. The current OJS submission page was not directly accessible during preparation; therefore, any field that depends on a current, unpublished editorial decision (e.g., exact article word limits, article processing charges, plagiarism thresholds, or reviewer timelines) should be confirmed by the editorial board before implementation.