1. Editorial focus

The *Proceedings of the ...th International Conference on Business Excellence* is the official publication of the International Conference on Business Excellence conference of the Society for Business Excellence (www.bizexcellence.ro), a group of Romanian scholars interested in contributing to the evolution of the fields of business excellence. This conference is organized in partnership with the Bucharest University of Economic Studies. The themes of interest for the journal are the following:

- Business management
- Strategic management
- Supply-chain management
- Change management
- Intellectual capital
- Knowledge management
- Human resources management
- Online marketing
- International marketing
- Strategic marketing
- Entrepreneurship
- Social economy
- International business
- Customer relationship management

The articles we publish are those that contribute to the theoretical development of the field, challenging the conventional wisdom in business excellence, or those that present empirical or design-based research results in business. Also, we welcome papers that present literature reviews, and papers that bring fresh perspectives on old topics.

2. Open access and publication fees

The PICBE publication is an open access publication.

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*PICBE does not require a submission fee, but PICBE requires a publication fee, see http://www.bizexcellence.ro/icbe/conferences/12th-edition/registration/*

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<th>EARLY BIRD REGISTRATION AND PAYMENT 14 December 2017 – 15 January 2018</th>
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<tr>
<td><strong>SBE Members</strong></td>
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<td>Academics</td>
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Practitioners | 160 euro | 200 euro  
PhD students | 80 euro | 120 euro  

**NORMAL REGISTRATION AND PAYMENT 16 January – 28 February 2018**

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<th>SBE Members</th>
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### 3. Publication timeline

The editors of the journal accept manuscript submissions all year round, and the four yearly issues appear according to the following schedule:

1st issue - in April

Authors should be aware that, most of the times, a single manuscript passes through two peer-review processes separated by a period necessary for improving the content, which can translate into 4-6 weeks before obtaining a final answer.

### 4. Overview of the review process

Grounds for immediate dismissal of a book review/viewpoint are:

1. Improper use of the English language (grammar, syntax, vocabulary).
2. The subject matter is not within the focus of the journal.
3. The manuscript does not present a balanced approach of the subject matter.
4. The manuscript does not have the required word length or the required number of references, if that is the case.
5. The manuscript is not creative or stimulating enough for the readership of the PICBE.

The other types of manuscripts (conceptual papers, research articles and literature reviews) go through the double blind peer-review process described below.

The article is **uploaded on the online platform of the journal**. Each submission is acknowledged by one of the members of the editorial team and then the **pre-selection** begins. At this stage, the members of the editorial team choose to either reject the article directly or to send it to the reviewers for a thorough review. The **grounds for immediate dismissal** (desk rejection) of a manuscript are the following:

0. Plagiarism
1. The standard of English is not considered to be good enough for publication in PICBE. If English is not the first language of the authors they should make sure the paper is proofread by a professional or a native speaker.
2. The length of the article is not inside the interval provided above. We accept articles that have a lower or higher word count if they bring an actual contribution to the field (same rule applies to number of authors).

3. The abstract is not written in accordance with the rules explicitly stated on the journal’s website.

4. The data presented in the article are outdated (either the bibliography is not up-to-date or the research materials are too old).

5. There are not enough references, or the references are too local, too old or too focused on a certain perspective and do not present a balanced, current view of the state of research.

Also, if there are clear suspicions of fraud, the article will be rejected without the possibility of being resubmitted. By fraud we understand that portions or the whole text has been published elsewhere, that there are instances of plagiarism or that the data is suspected to have been faked.

Each author receives notice of the final decision made by the editorial team which can be of two kinds: a) decision to include the article in the review process or b) decision to reject the article followed by the list of reasons that have led to that decision. Authors whose articles have been rejected for reasons other than fraud can choose to resubmit their work for a second and third time. If after the third try the article is still not considered a good fit for the PICBE, then the author is prohibited from resubmitting the work again.

If the article passes this pre-selection then it is sent for peer-review to two or three professionals with experience in the field. This stage lasts between four to six weeks depending on the complexity of the article and the availability of experts in the field. The final decision of the peer-review process can be of four kinds:

- **Rejected** - This decision signals that there are major concerns over the quality of the scientific materials presented in the paper and that the reviewers consider there is no chance in improving the article in such a way as to become a suitable candidate for publication in PICBE. Examples of problems that can lead to this type of decision: serious methodological issues, lack of clear contributions to the advancement of the field, lack of ability to interpret the research results in a scientifically fruitful way etc. This decision is accompanied by a list of reasons which have led to the rejection of the article submitted by each reviewer.

- **Accepted with major changes** - Most of the articles submitted to PICBE fall in this category. These are articles which show promise, but they need further elaborate work. Thus, each reviewer sends his or her recommendations and the authors are encouraged to rewrite their articles.

- **Accepted with no changes and Accepted with minor changes** - This decisions signal that the article in its present form, with minor modifications is suitable for publication. The authors received the decision followed by the suggestions of the peer reviewers and their submission, after alterations, will step on to the next stage.

**Formatting** - Before publication, all articles undergo a formatting stage in which their format is made compatible to the requirements of the PICBE. All authors are asked to comply with the requirements before submitting their articles, but all accepted articles still require minor alterations in format and style. Once the editorial team agrees on the final version, a final copy of the article will be sent to the authors for approval and then will be sent to print.

**Publication** - After formatting, all articles set to be included in the following issue will appear online according to the publication schedule.

5. **Indexing and abstracting**

Pending
6. Formatting your manuscript
See Authors’ instructions on the website

7. Submitting your paper
Authors should submit their manuscript in an MSWord format, adapted for the Windows operating system and DOC or RTF file to the Editor via the online platform available at http://www.bizexcellence.ro/icbe/11th-edition/abstract-and-paper-submission/ by filling in all the required information. No hard copies are required.

Do not submit a paper which has been published previously or is simultaneously being submitted elsewhere.