

Internal Full Review Form (version of 2020-09-01)

Editorial Checklist as the **Internal Editorial Review** prepared by an Internal Reviewer from the EBER Editorial Board. All windows are compulsory to be filled in.

INTERNAL EVALUATION

(1) AIM AND SCOPE OF EBER

We accept articles only on (i) entrepreneurship and (ii) international business/economics. We prefer articles dedicated to Central and Eastern Europe (CEE) or South-East Europe (SEE), nevertheless if the article is really good we can accept other geographical scope of the article.

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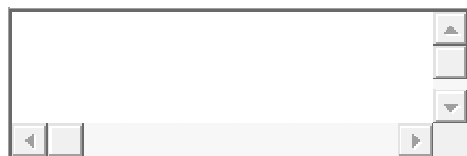


(2) WIDER RECOGNISION

*We **do NOT** accept articles which are focused only on a small localisation (a town, a city or a region, which is beyond the scope of EBER and which are not supported by a good theory review).*

*We **do NOT** accept articles which are based on a domestic (local, national) literature written in a national language other than English.*

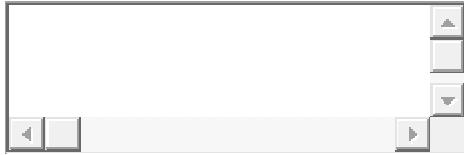
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(3) ORIGINALITY, NOVELTY AND CONTRIBUTION

***Is the research problem original and a kind of novelty** or is it just the compilation of other studies? Does the article bring something new? Does the paper make a (significant) contribution to the research theme? Did the Author explain **in the introduction** what is the originality and novelty of this article? If not, we cannot accept this article for publication. NOTE: We accept moderate original works (a kind of novelty), they don't have to be a pioneer novelty, but we will not accept a traditional well-known topics, compilations of other studies.*

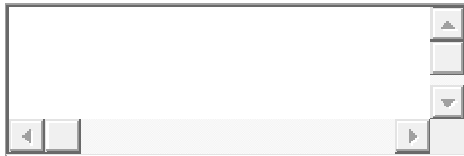
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(4) TITLE

The title cannot include **abbreviations!** Is the title **proper and suitable** to the text and reflects its content? Is it **short** enough? The title cannot be **too long!**

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(5) STRUCTURE

The article **must** include the requested structure for EBER.

EMPIRICAL (RESEARCH) ARTICLES:

1. Introduction
2. Literature Review (for hypothesis development/building)
3. Research Methodology
4. Results and Discussion
5. Conclusions

THEORETICAL (CONCEPTUAL) ARTICLES:

1. Introduction
2. Research Methodology
3. Literature Review and Theory Development
4. Discussion (if not included in p. 3)
5. Conclusions

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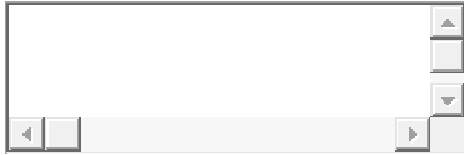
(6) INTRODUCTION

The introduction section of the article includes **five** elements:

- /1/ **justification for the topic** why it is important, stating the research gap
- /2/ **the novelty of topic** and the contribution to knowledge/science/literature
- /3/ **objective** of the article and **research questions**
- /4/ **brief information on methods** (one - two sentences)
- /5/ brief description of the content of **each section of the article** the last paragraph of the introduction

Please ask Author(s) to complete **what is missing?**

*



(7) LITERATURE REVIEW: PRIOR STUDIES AND HYPOTHESES DEVELOPMENT

HYPOTHESES DEVELOPMENT: *Are the hypotheses "retrieved" from the prior empirical studies and prior literature? We suggest to put the hypothesis in the literature review section as the hypotheses should be developed and based on previous studies and the literature!*

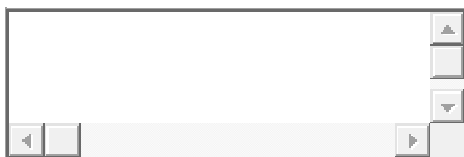
COMPREHENSIVE PRIOR LITERATURE: *Are there appropriate and adequate references to related and previous work? Does the paper include a good review of literature in the researched field? Is the literature review comprehensive, complex and logic? Are there main important authors included? Did the Author show the results of other researchers who have dealt with the same problem so far? Were the previous research results identified in the article? Are different options/perspectives from the literature covered in the reviewed article? Did the Author position himself/herself among the previous researchers?*

GENERAL ISSUES: *Is the literature review properly prepared? Is primary literature correctly summarized? Does the literature review show who dealt with similar research topic before? Does the literature review show what are the results of the prior studies? Did the Author position himself/herself among the previous researchers? Are different options/perspectives from the literature covered in the reviewed article? Is the difference with existing studies explicitly identified and documented? Does the text include references whenever necessary?*

QUALITY OF LITERATURE: *Is only English-language literature used? Is the used literature mainly from Web of Science and Scopus? What about the use of recent studies inside the references these published for last five years?*

*If the quality level of the literature review must be improved, please provide the Author with **further suggested references to be used/cited:***

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(8) METHODOLOGY - MATERIAL AND METHODS

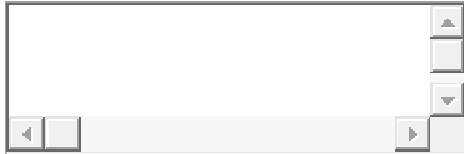
Is the research design appropriate? *Is the article suitable for its research excellence? We **accept** articles with a solid methodology, preferably **solid quantitative design** (statistical tests or econometric modelling, simple statistical correlations are not accepted), but also **solid qualitative design** (strong and innovative qualitative methodology, a simple description of data or "easy" case studies are not accepted).*

The research methodology section (Material and Methods, which is compulsory in EBER) must include:
/1/ the description of **material or data** - how was it gathered? Where from?
/2/ description of used **variables** and its measures

/3/ the description of the **research methods** and **statistical tools / econometric modelling**

Note: We suggest to put your hypothesis in the literature review section as the hypotheses should be developed and based on previous studies and the literature!

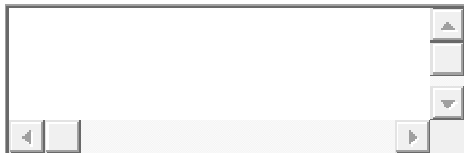
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(9) RESULTS / FINDINGS

*Did the Author provided us with the tables of empirical results (statistical tests, econometric modelling)?
Are the (empirical) results discussed in details? Is the reasoning sound? Has the Author given the appropriate interpretation of the data and references?*

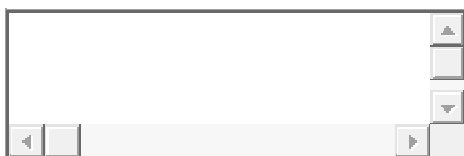
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(10) SCIENTIFIC DISCUSSION

Are the findings in this article compared to findings of other authors, prior studies? This is a must!

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(11) CONCLUSIONS

This part must include 4 compulsory elements:

/1/ general summary/overview of (empirical) results and findings

/2/ practical implications and recommendations for practice (managers, business/industry or policy makers)

/3/ description of **research limitations**

/4/ suggestions for **future research** directions

Does this article include all the above mentioned elements? What is missing?

*

(12) RECENT BIBLIOGRAPHY (ONLY IN ENGLISH) from Web of Science / Scopus

*Did the Author use **recent studies** inside the references these published for **last 5 years**? The bibliography includes mainly references indexed in **Web of Science** or **SCOPUS**. This article includes **no more than 2-3 references** in other languages than English and we can accept it. The references/sources are provided for all **tables** and **figures** (we required number of pages). All statistical data and citations are provided with sources/references. All **citations** are provided with sources/references with exact **page numbers**.*

*

TECHNICAL & LAYOUT EVALUATION

(13) What is the number of characters in the article?

Note: **We accept articles between 20 000 and 50 000 characters only**. If the limit is exceeded, Author/s must shorten article or pay fee. The fee for each additional up to 1800 characters (exceeding the first 50 000 characters) is 20 EUR + 23% VAT which is 24.60 EUR (or 105 PLN). For example if the article includes 52 100 characters Author/s must pay 49.20 EUR. [The payment will be transferred to the Publisher's bank account after the article's approval for publication.](#)

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(14) LENGTH OF THE ARTICLE

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- ...is acceptable with no additional costs
- ...must be shortened OR the Author(s) must pay for exceeding the acceptable length of the article according to our policy and the fee list
- ...cannot be accepted as it is much too long

(15) TEMPLATE OF THE ARTICLE

Each article must be prepared in the dedicated template otherwise it will be rejected.

*

- Yes, this article is prepared in the template.
- No, this article must be RESUBMITTED for internal review.

(16) ENGLISH LANGUAGE AND ITS STYLE

*Is the English used correct and readable? Note: We use **British English** (We accept exceptions only for native Americans).*

*

- Extensive editing of English language and style required (before the re-submission please send the article to copyediting / proofreading to a native speaker)
- Moderate English changes required (proofreading by a native speaker is recommended)
- English language and style are fine/minor spell check required

(17) ABSTRACT AND FIRST PAGE

*The title, Authors names, Abstract and "Suggested citation" **must not exceed the first page**. Does the abstract include the sentence "**The objective of the article is...**" ? Is the abstract accurate and **informative**? Does it include all necessary elements? The **structured ABSTRACT** must be set out under the following sub-headings (**Objective, Research Design & Methods, Findings, Implications & Recommendations, Contribution & Value Added**).*

*

(18) APA IN-TEXT REFERENCES

The in-text references/bibliography is presented according to APA system

e.g.: in text citations: **Smith and Down** (2018); citations in brackets: **(Smith & Down, 2018)**

*

- yes, everything is OK
- partially (you must correct it, use APA MANUAL 6th)
- no (you must correct it, use APA MANUAL 6th)

(19) APA FINAL LIST OF REFERENCES

The **APA** style of **references** for the final list of bibliography:

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- ... is fully applied (100%) and is perfect
- ... is applied, but needs some improvements
- ... needs a lot of improvements and corrections

(20) APA SOURCES

The references/sources are provided for all **tables** and **figures** (we required number of pages). All statistical data and citations are provided with sources/references. All **citations** are provided with sources/references with exact **page numbers**.

*

- yes
- no or partially (you must correct it)

(21) APA REQUIRED CHANGES (for previous questions 18-20)

What should be changed by the Author(s) in APA?

(22) GRAPHICS: TABLES AND FIGURES

All tables and figures have their titles according to the rule "What + where + when". Full words of Tables and Figures are always used (we don't accept abbr. such as Tab. or Fig.) We don't use other names for Figures (Don't use: Graph, Map, Illustration). All Tables and Figures have the referencing source below them (e.g. Source: own study). All graphics (tables, figures, diagrams, pictures, illustrations, charts) are clear, good quality and prepared according to the rules. All graphics (Tables/Figures) are explained and referred to in the text (in the brackets). The article uses (especially in Tables and Figures) the English metric system, so **1.00** is correct (1,00 is incorrect) for decimal numbers! **Dots** (.), not *commas* (,) must be used!

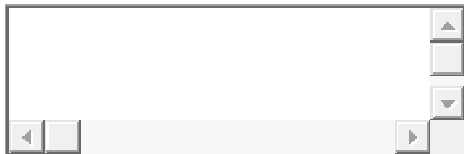
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(23) NUMBERS AND MATHEMATICAL FORMULAS

The article uses (especially in Tables and Figures) the English metric system, so **1.00** is correct (1,00 is incorrect) for decimal numbers! **DO NOT use commas and/or dots to separate thousands, millions, etc.** They should be separated by space, e.g.: 5 000; 32 046; 654 000; 45 263 721; 741 592 438 526. All mathematical formulas are typed in MS Word 2010+ The Equation Tools Design Tab. All mathematical formulas are numbered at the right side, e.g. (1), (2) etc.

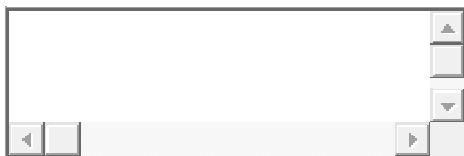
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(24) ABBREVIATIONS AND SYMBOLS

The article uses the symbol of % (instead of 'per cent'). The currency names are given in a proper way (we use international codes, e.g. USD, EUR, PLN, we DON'T use other signs like \$). All **abbreviations** (e.g. IMF) must be explained when used for **the first time** in the text (e.g. International Monetary Fund, IMF). Any abbreviations cannot be used in the title of the article.

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(25) AUTHOR'S BOX (at the end of the article)

/1/ Is the **contribution share** (for co-authored papers only) indicated at the end of the article? We do required that!

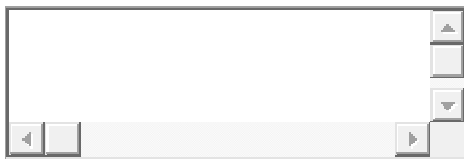
/2/ Does the article includes **biographic entry** of the Author(s)? Does it include the sentence: "His/Her research interests include" ?

/3/ Does the article includes correspondence (**full postal**) addresses of EACH Author?

/4/ Is the financial disclosure (grant no., agency financing the article) revealed and given at the end of the article? It is good to remind the Author if they didn't forget.

/5/ Is **ORCID** number given for each author?

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(26) Files with editable sources (source files) for graphics (figures, diagrams, charts) were provided as supplementary files during the submission.

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- Yes
- OK, as instead of them, the Author(s) provided 600dpi files of graphics
- NO, the Author(s) must send them to us!
- Not applicable

(27) ANY OTHER COMMENTS



EDITORIAL DECISION:

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- PROCEED TO REVIEWERS (minor editorial revisions are required)
- PROCEED TO REVIEWERS (major editorial revisions are required)

- RESUBMIT FOR RE-CONSIDERATION (resubmit for second internal review)
- DECLINE = REJECT SUBMISSION (incl. submit elsewhere)