SUBMISSION GUIDELINES

Apollo Journals

Welcome to Apollo Journals. We are dedicated to advancing scholarship by providing a rigorous, peer-reviewed platform for emerging researchers. This guide outlines our submission requirements and review process.

1. Scope and Focus

We welcome original research articles, literature reviews, case studies, and methodological papers in the following disciplines:

Accounting and Finance Advances (AFA): This journal covers scholarly research across the interconnected fields of financial systems, economic theory, and accounting practices. Topics include financial markets and instruments, corporate finance, behavioral economics, macroeconomic and microeconomic analysis, econometrics, public finance, taxation, financial reporting and auditing, management accounting, international finance, development economics, and monetary policy. The journal welcomes theoretical frameworks, empirical studies, case analyses, and policy-oriented research that advances understanding of economic phenomena and financial decision-making in both public and private sectors.

Business and Management Perspectives (BMP): This journal focuses on Business Management, Organizational Behavior, Strategic Management, Entrepreneurship, Marketing, Operations Management, Human Resource Management, Leadership, Innovation, Supply Chain Management, International Business, Corporate Governance, Small and Medium Enterprises (SMEs), start-ups, and Business Ethics. It encompasses studies on organizational development, consumer behaviour, digital transformation, business analytics, project management, employment relations, business psychology, technology in business, artificial intelligence in business, and sustainable business practices.

The journal seeks contributions that bridge academic theory with practical applications, offering insights relevant to managers, policymakers, and business leaders across industries.

Social Sciences and Humanities Inquiry (SSHI): This interdisciplinary journal explores the broad spectrum of human experience, culture, and society. Coverage includes sociology, psychology, anthropology, political science, education, communication studies, cultural studies, history, philosophy, linguistics, literature, religious studies, gender studies, and area studies. The journal welcomes research on social justice, identity, globalization, migration, public policy, pedagogy, mental health, community development, and cultural heritage. It provides a platform for diverse methodological approaches including qualitative, quantitative, and mixed-methods research that deepens our understanding of human societies and cultural expressions.

Engineering and Computing Insights (ECI): This journal focuses on technological innovation and computational advances across engineering disciplines. Topics include computer science and software engineering, artificial intelligence and machine learning, data science, electrical and electronic engineering, mechanical engineering, civil and structural engineering, robotics and automation, cybersecurity, networks and communications, materials science, renewable energy systems, biomedical engineering, and environmental engineering. The journal publishes original research, technical innovations, system designs, and applications that address real-world challenges and advance technological capabilities for societal benefit.

Note: All submissions must represent original, unpublished work not currently under review elsewhere.

2. Article types

The following types of contribution are published by *Apollo Journals*:

Article: Standard research papers of 4000-8000 words in length, with tables, illustrations and references, in which hypotheses are tested and results reported.

Review: Reviews offer a comprehensive analysis of the existing literature within a field of study, identifying current gaps or problems. They should be critical and constructive and provide recommendations for future

research. No new, unpublished data should be presented. The structure can include an Abstract, Keywords, Introduction, Relevant Sections, Discussion, Conclusions, and Future Directions.

Technical note: Concise scientific summaries/reports of approximately 4000 words on new products/technologies of relevance to the field of Apollo Journals' focus. Illustrations may be included but not company logos.

Book Review: Book Reviews provide a critical and balanced assessment of a recently published scholarly book or academic monograph relevant to the journal's scope. They should summarize the book's central arguments and contributions, evaluate its strengths and limitations, and discuss its significance for the relevant field of research. Book Reviews should offer an informed academic assessment rather than merely describe the book's contents. The title, author or editor, publisher, publication year, and other relevant bibliographic details of the book should be provided.

Case Study: Case Studies present an in-depth examination of a specific organization, business, project, event, policy, or practical situation relevant to the journal's scope. They should establish the case context, explain the approach or analytical framework used, and present findings, lessons learned, or implications for theory and practice. Submissions should provide a clear analytical contribution and, where appropriate, explain the relevance of the findings to other contexts. Case Studies should be evidence-based and analytical rather than promotional.

3. Author Eligibility

Submissions are accepted from:

- Undergraduate students currently enrolled in accredited institutions
- Graduate students (Master's and PhD candidates)
- Early researchers
- Co-authored papers with faculty advisors (student must be first author)

4. Manuscript Preparation

4.1 Format and Length

- **Word count:** 4,000-8,000 words (including references and footnotes)
- **File format:** Microsoft Word (.docx)
- **Font:** Times New Roman, 10-point
- **Spacing:** Minimum 14-point throughout
- **Margins:** Top, left, and right: 1.27 cm; bottom: 1.60 cm
- **Page numbers:** Top right corner, starting from the title page

4.2 Structure

All manuscripts should include the following sections:

- **Title Page:** Include manuscript title, author name(s), institutional affiliation(s), email address, and word count
- **Abstract:** 250-3000 words summarizing research question, methodology, findings, and implications
- **Keywords:** 4-6 keywords for indexing purposes
- **Main Text:** Introduction, Literature Review, Methodology, Results/Findings, Discussion, Conclusion
- **References:** Complete bibliography in chosen citation style
- **Appendices:** (if applicable) Supporting materials, datasets, survey instruments

4.3 Referencing Style

Authors must follow the journal-specific referencing rules listed below when preparing manuscripts:

- **APA 7th Edition referencing style**: Business and Management Perspectives, Accounting and Finance Advances, Social Sciences and Humanities Inquiry
- **IEEE referencing style**: Engineering and Computing Insights

Important: Maintain consistent citation formatting throughout your manuscript. Do not mix multiple referencing styles in one submission.

5. Tables, Figures, and Supplementary Materials

- All tables and figures must be cited in the main text
- Number tables and figures consecutively (Table 1, Table 2, Figure 1, Figure 2)
- Provide clear captions and source attributions
- Submit figures in high resolution (minimum 300 DPI)
- Acceptable image formats: TIFF, PNG, JPEG, or EPS
- Large datasets may be submitted as supplementary files
- Follow the APA Referencing Style for formatting tables and figures.

6. Ethical Guidelines and Research Integrity

Apollo Journals is committed to maintaining the highest standards of research ethics:

- **Plagiarism:** All submissions are screened using plagiarism detection software. Proper citation is mandatory.
- **Human Subjects Research:** Studies involving human participants must include IRB approval documentation as an appendix.
- **Informed Consent:** Authors must obtain informed consent from research participants
- **Data Privacy:** Anonymize sensitive data and protect participant confidentiality
- **Conflicts of Interest:** Disclose any financial or personal relationships that could influence the research
- **Data Availability:** Authors should be prepared to share underlying data upon request

7. Submission Process

7.1 Required Documents

- **Cover Letter** (manuscript introduction + AI usage statement)
- **Title page** (separate document with author information)
- **Manuscript file** (anonymized for blind review)
- **Figures & Tables files**（optional）

7.2 Submission Instructions

Journal	Submission email
Accounting and Finance Advances (AFA)	submission@afeopen.com
Business and Management Perspectives (BMP)	submission@bmopen.com
Social Sciences and Humanities Inquiry (SSHI)	submission@ssahopen.com
Engineering and Computing Insights (ECI)	submission@eacopen.com

8. Peer Review Process

We employ a rigorous **double-blind peer review** process:

- **Initial Screening:** Editorial board reviews for scope and quality
- **Peer Review:** Two external reviewers evaluate the manuscript
- **Editorial Decision:** Accept, Minor Revisions, Major Revisions, or Reject
- **Revision Period:** Authors revise and resubmit if required
- **Final Review:** Verification of revisions and final acceptance
- **Copyediting and Publication:** Professional editing and online publication

Total timeline: Approximately 4-8 weeks from submission to publication

9. Review Criteria

Manuscripts are evaluated based on:

Criterion	Description
Originality	Novel contribution to existing scholarship
Methodology	Appropriate research design and rigorous execution
Literature Review	Comprehensive engagement with relevant scholarship
Analysis	Clear argumentation and critical thinking
Writing Quality	Clear professional academic writing style
Significance	Relevance and potential impact on the field

10. Publication and Copyright

10.1 Open Access

Business and Management Open operates on an **open access model**. All published articles are freely available online under a Creative Commons Attribution 4.0 International License (CC BY 4.0).

Article Processing Charges (APC): We do not charge submission or publication fees for student authors.

10.2 Copyright and Author Rights

- Authors retain copyright to their work
- Authors grant Apollo Journals a non-exclusive license to publish and distribute
- Authors may archive pre-print, post-print, and published versions in institutional repositories
- Authors may reuse their work in future publications with proper citation

11. Contact Information

For questions regarding submission guidelines or the review process:

Submission Enquiry: contact@apollojournals.com

We look forward to receiving your submission!

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