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## *Review of Business and Technology Review (RBTR)*

**Style of Manuscript:** All manuscripts must be typed in MS Word on 8.5" x 11" paper applying the Times New Roman 10 point font. Manuscripts are **limited to 6 pages** with all margins 1" each.

**Title:** A short title to the manuscript is preferred. Titles must be centered, typed in all capital letters, bolded, and utilize a 14 point Times New Roman font.

**Author(s):** Author information should immediately follow the title and be single-spaced, centered, bolded, and utilize a 10 point Times New Roman font. Information for each author should be presented on a single and separate line that includes: First Name, Last Name, Institution, Country, and email.

**Abstract:** Begin your manuscript with a short abstract, providing an overview of your research objectives, methodology, findings, etc. The title abstract should serve as a heading that is left flushed and triple-spaced below the last author's name, affiliation, country, and e-mail.

**Headings:** Heading should be short, left justified, capitalized, bolded, and utilize a 10 point Times New Roman font.

**Text/ Body:** 10 point Times New Roman, no indentions. Paragraphs begin at left margin and are justified.

**Spacing:** All text should be single-spaced, with a double space between paragraphs.

**Tables and Figures:** Tables and figures should be placed close to where they are cited, and should be high quality and camera-ready. They should be centered and have proper numbering, headings and other notations.

**Citations and References:** RBTR follows contemporary APA formatting for citations and references. Proper citations must be provided. Only relevant sources should be cited and listed. Unlisted references should not be cited, and listed references must be cited within the body of the manuscript. Citations included within the text should consist of the author's last name and date of publication enclosed within parentheses. Example: (Sharma, 20016). Do not use footnotes in the text.

All materials cited should be listed in alphabetical order under the heading of references starting at the left margin. Do not number references. There should be a double space between the heading and the first reference listing and between all listings thereafter. However, each reference should be single-spaced. Page numbers must be provided within the reference section. Do not use endnotes.

**Submit Manuscript to:**

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