

FINAL SUBMISSION GUIDELINES

We again ask that you please carefully adhere to the following instructions provided by IGI Global for the preparation of your final submission for publication. Note that your attention to each detail is essential, as failing to follow these instructions may prevent your manuscript from being accepted by the publisher for the production phase.

Required Materials

The following items must be sent directly to the Editor-in-Chief (not IGI Global) by no later than the deadline specified:

1. **Electronic copy of your manuscript.** This should be submitted in Microsoft® Word or rtf format (as previously stated, IGI Global does not accept LaTeX files). **Images should be submitted as separate Tagged Image File Format (.tif) files saved with a resolution of between 180dpi and 360dpi.** All requirements outlined in the “Guidelines for Manuscript Submission” document that you were sent previously must be carefully adhered to. It is important that you contact the Editor-in-Chief if you need this document to be sent to you once more.

· **Important Note on Images:** images should not be included within the manuscript text. Instead, images should be submitted separately, clearly labeled/numbered to identify their location within the text. You should clearly indicate in the text where the images should be placed; we kindly recommend including image captions wherever possible. Tables created in MS Word do not need to be removed from the text and formatted as .tif files; these can remain embedded in the text of the manuscript. Guidelines on image formatting can be obtained from www.igi-global.com/development/author_info/imageguide.doc.

2. **Keywords.** As IGI Global’s online database is searched by keywords, it’s important that you assign a list of keywords (anywhere from 5 to 10) to your manuscript to assist database users in finding your article when doing a search on your article’s topic. Do be sure to include not only keywords that appear in your article, but also other related words that you might not have mentioned in your manuscript but that you know an individual may use to search for a manuscript like yours on IGI Global’s database.
3. **Biographical sketch** (100-150 words) of each contributing author.
4. **Author’s Warranty and Transfer of Copyright Agreement.** Your original, signed copy must be sent via fax or e-mail. If you have several co-authors, please know that all of them must sign a copyright form (if your co-authors are in different locations, they may each sign their own copy of the agreement and fax or e-mail it to the Editor-in-Chief separately – all signatures do not have to be on the same form).
5. **Signed permission forms for copyrighted images (only if necessary).** If you have included in your article any images for which the copyright is held by a third party (this includes screenshots [whether they be of a page from a company’s Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.), it is your responsibility to ensure that you obtain permission for their inclusion in your article.

The copyright holder must agree to and sign IGI Global's permission form before IGI Global will agree to include the image in your manuscript. To obtain a copy of this permission form, please contact the Editor-in-Chief or IGI Global (journaleditor@igi-global.com).

- 6. Postal and e-mail addresses.** It is important that you provide a postal and e-mail address for each contributing author. Please note that postal addresses should be complete. Please see the following examples of what is an acceptable complete postal address, and what is not:

- **NOT complete:**

Professor John Smith
Department of English
Noname University
USA

- **Complete:**

Professor John Smith
Department of English
Noname University
123 Generic Street
Anytown, Yourstate, 12345
USA

Note that the example of the complete address has a street address (123 Generic Street), as well as a city (Anytown) and postal code (12345). Should your address change by the time the journal is published, it is important that you notify IGI Global immediately (journaleditor@igi-global.com).

- 7. Author Checklist for Accepted Manuscripts.** This document must be completed, signed, and submitted with your materials.

Editorial Issues

- 1. Originality of manuscripts.** Only **original** and **previously unpublished** manuscripts will be accepted for publication. Upon your signing of the Author's Warranty and Transfer of Copyright Agreement, all copyrights, including translation of the published material into other languages, are reserved by the publisher, IGI Global. Upon transfer of the copyright to the publisher, no part of the manuscript may be reproduced in any form without written permission of the publisher.
- 2. Revised manuscripts.** IGI Global will not publish a manuscript that is a "revised" version of a manuscript that you published elsewhere. While your manuscript may certainly be based on the same data and research as another manuscript published by you, the manuscript you submit to IGI Global must be a completely new and original

work – in other words, it must not have the same wording or formatting as another manuscript previously published by you.

- 3. Image captions for copyrighted images.** After you obtain permission for any copyrighted images you may be including in your manuscript, you are responsible to indicate in the caption of the image the original source of the image and that it is being used in your manuscript with permission. Your caption should look something like this:

Figure 1. [insert caption here]. (© [insert copyright year here], [insert copyright holder's name here]. Used with permission.)

Please note that, should you create an image that is loosely based on another copyrighted image, you must indicate in the image caption that your image is adapted from another copyrighted image and then provide the original source:

Figure 1. [insert caption here]. (Adapted from [insert source of copyrighted image here]).

As some publishers require that you obtain permission for use of even an image that you may have adapted from one of their images, it is your responsibility to investigate as to whether or not permission is needed for your adapted image.

- 4. Permission fees.** Subsequent to the previous point, if the copyright holder of an image is requiring a one-time permission fee, IGI Global will agree to publish the figure, ***provided that the author pays the fee***. However, IGI Global will not agree to publish any copyrighted image for which a permission fee is required for each subsequent publication of the image.
- 5. Proofreading and copy editing.** It is crucial that complete proofreading and copy editing of your manuscript be conducted prior to submission to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Please pay close attention to these details. **IMPORTANT: Manuscripts that are submitted to the publisher are considered to be in their final form and ready for publication as is.** Please also keep in mind that the material you submit for production is final. Other than minor grammatical, typographical, spelling, and reference list corrections, major changes such as moving and/or deleting paragraphs, sections, and so forth, will not be permitted.
- 6. References.** It is important that your paper use rigorous research supported by adequate reference citations (ideally, your manuscript should include 25-30 references). Please note that it is your responsibility to ensure that all information in your manuscript that is paraphrased or quoted from another source is substantiated with an in-text reference citation.

Please also note that your manuscript and references must strictly follow APA (American Psychological Association) style. ***The publisher may return your manuscript to you for correction if you do not properly format your manuscript and references. Note that this will delay the production process, and ultimately, the release of the issue.***

References should relate only to the material you actually cited within your manuscript (this is not a bibliography), and they should be listed in alphabetical order. Please do not include any abbreviations.

- 7. Metafiles.** If you include equations in your manuscript, it is important that you do not use metafiles for any mathematical symbols or letters unless absolutely necessary. For example, take into consideration the following equation: $(a + b) - (c + d) = e$. There is absolutely no need for the use of metafiles here since each of the symbols and letters in this equation appear on your keyboard.

Additionally, it is extremely important that all symbols and letters are consistent in their formatting (i.e., if you italicize “*x*” in equation number one, please be sure to italicize “*x*” throughout the rest of your manuscript if it is used to represent the same item).

- 8. Subhead divisions.** Please note that, as per IGI Global’s house style, the subhead divisions in your manuscript should not be numbered. All subheadings should be designated simply by title, and the level of each heading should be clearly indicated by font size and the use of italicized, bolded, or underlined words.
- 9. Endnotes.** Please use only endnotes, if needed. If you include endnotes, they will be placed after the references at the end of your manuscript. Footnotes at the bottom of a page are not acceptable.
- 10. APA style and publisher’s house style.** Please be advised that due to APA and IGI Global house style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images on your pages may be adjusted accordingly during the copy editing and typesetting phase.