

## Guidelines for Submission

### Mission

Prospective authors are invited to submit manuscripts for possible publication in IGI Global Journals. All journals publish original material concerned with all aspects of emerging information technologies and applications.

### Types of Submissions

- Empirical research
- Conceptual models
- Theory building
- Innovative methodologies and applications
- Case studies
- Book reviews on selected books, textbooks, or specific topics dealing with values, concepts, and applications of breakthrough information science and technology

### Originality and Copyright

*Please note that all submissions must be original, unpublished, and not under the review of any other publication. Upon submission to an IGI Global Journal, it is assumed that the contents of any manuscript submission are not held by the copyright of any other publication or under review by any other publication.*

The following illustrates the IGI Global Originality and Copyright policy for submissions:

**1. Originality of manuscripts:** Only original and previously unpublished manuscripts will be accepted for publication. Upon acceptance of your manuscript, IGI Global editors will forward a warranty agreement that requires confirmation that the manuscript is original and has not been submitted for potential publication or previously published elsewhere. *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.*

The author's warranty and transfer of copyright is available at:

[http://www.igi-global.com/Files/AuthorEditor/author\\_warranty\\_journals.pdf](http://www.igi-global.com/Files/AuthorEditor/author_warranty_journals.pdf)

**2. Revised manuscripts.** IGI Global does not publish manuscripts that are considered “revised” or largely based on previously published works (i.e. published conference proceeding papers, etc.). Manuscripts may include intellectual property, but cannot include verbatim content that is not original/previously published.

**3. Acquiring permission for copyrighted images.** Any permission from other publishers for the use of images that are previously published must be accompanied by written permission from the

original publication/publisher in which the copyrighted image was published. Copyrighted images include any image (figure, table, graphic, etc.) appearing in any publication and/or any images that are associated with an organization in which permission is required [e.g., a screenshot of a page from a company's Web site, a screenshot of a scene from a video game, etc.]. For specific instructions, please see:

<http://www.igi-global.com/Files/AuthorEditor/imageguide.doc>

Any copyrighted image must include indication in the caption of the original source of the image and that it is being used with permission of the copyright holder. Copyrighted image captions should appear as:

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

In the case of an Adapted Image that is loosely based on a copyrighted image, the image must be accompanied by a caption that indicates the original source. Adapted copyrighted image captions should appear as:

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

Adapted copyrighted images should be investigated by the author to ensure that the original source is adequately indicated as the original publisher requires.

*Acquiring image permissions can take extended periods of time and the author should plan to begin permissions process upon submission of manuscript for assessment.*

**4. Permission fees.** 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. Trademark use.** All trademark use within the manuscript must be credited to its owner, or written permission to use the name must be granted.

## Style

Manuscripts should include a thorough literature review and adequate reference citations to support the arguments and methodology of the research study (manuscript should include approximately 25-30 references to assert a high level of rigor). All material that is paraphrased or quoted from another source is substantiated with an in-text reference citation. Manuscripts and references must strictly follow APA (American Psychological Association) style (The publisher may return manuscripts for revision to format the manuscript and references in APA style if formatting is not correctly applied. Note that excessive revisions will delay the production

process, and ultimately, the release of the issue.). References should relate only to the material that is cited within the content of the manuscript and may not include any bibliographic references that do not associate directly with the content of the manuscript. References should be in alphabetical order and not numbered in the text or in the reference list. Please do not include any abbreviations.

Consulting the APA style manual (<http://www.apastyle.org/pubmanual.html>) is highly recommended for compiling manuscript submissions. The APA style manual 'frequently asked questions' and 'helpful tips' may also be found at: [www.apastyle.org/faqs.html](http://www.apastyle.org/faqs.html) and [www.apastyle.org/previoustips.html](http://www.apastyle.org/previoustips.html)

References should appear as:

**Book with one author:**

Author, A. A. (2005). *Title of work*. Location/City, State: Publisher.

**Book with two authors:**

Author, A. A., & Author, B. B. (2005). *Title of work*. Location/City, State: Publisher.

**Book with more than two authors:**

Author, A. A., Author, B. B., & Author, C. C. (2005). *Title of work*. Location/City, State: Publisher.

**Journal article:**

Sawyer, S., & Tapia, A. (2005). The sociotechnical nature of mobile computing work: Evidence from a study of policing in the United States. *International Journal of Technology and Human Interaction*, *1*(3), 1-14.

**A publication in press:**

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research*.

**Edited book:**

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships*. Hershey, PA: IRM Press.

**Chapter in an edited book:**

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Hershey, PA: Information Science Publishing.

**Report from a university:**

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

**Published proceedings:**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

**Unpublished doctoral dissertation or master's thesis:**

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

**A presented paper:**

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

**Web site:**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

**In-Text Citations:**

In-text citations should appear with author surname followed by publication year in parentheses.

**Example:** (Brown, 2002)

Variations of in-text citations:

- Citing several references in-text:

In alphabetical order, each citation is separated by a semicolon and ampersand (&). The word, “and” should not be used to separate entries.

**Example:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Krall & Johnson, 2005; Smith, 2001).

- Citing author within sentence if author's name is mentioned directly within the manuscript text:

**Example:** Brown (2002) states that the value of data is recognized by most organizations.

- Direct quote in-text citations:

**Example:** “In most organizations, data resources are considered to be a major organization asset” (Smith, 2001, pp. 35-36) and must be carefully monitored by the senior management.

**Example:** Brown (2002) states that “the value of data is realized by most organizations” (p. 45).

- In-text citations should not appear numbered:

**Incorrect:** In most organizations, data resources are considered to be a major resource [15; 30; 84].

**Correct:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Krall & Johnson, 2005; Smith, 2001).

- For quotes exceeding 40 words, quotes should be formatted as a block quote (a block quote uses no quotation marks, and its margins are indented from the left; a period is placed before the parenthetical in-text citation):

**Example:** As an ever-growing number of people around the world have gained access to e-mail and Internet facilities, it has become clear that the communicative environment provided by these tools can foster language learning. E-mail facilitates access to speakers of one's target language. (Vinagre & Lera, 2007, p. 35)

*Note: For more than 2 paragraphs of block quoted text, permission must be acquired from the copyright holder for use of the quote before IGI Global will publish the manuscript.*

### **Editorial Issues:**

Manuscripts should be submitted as an email attachment in .doc or .docx format to the Editor-in-Chief of the particular journal to which you are submitting. The main body of the e-mail message should contain the title of the paper and the names and addresses of all authors. Manuscripts must be in English.

All manuscripts undergo a double-blind peer-review process. Manuscripts should be stripped of identifying information of the author and co-authors.

A cover page should accompany the manuscript and include all contact information for all manuscript authors (affiliation, postal address, email address, and phone number).

## **Manuscript formatting:**

**Abstract.** An Abstract must be included in the manuscript and should be between 100-150 words, precisely summarizing the mission and objective of the manuscript.

**Keywords:** Following the Abstract, a list of 5-10 keywords should be included in the manuscript. These keywords should be common indexing terms, such as those at: <http://www.igi-global.com/AuthorsEditors/Keywords.aspx>. Keywords should appear in the manuscript or be related to the main thrust of the manuscript.

## **Manuscript Requirements:**

All Manuscript Submissions should follow the below requirements:

1. **Length:** The length of the submitted manuscript should fall between 5,500 to 8,000 words and appear in 12pt, single-spaced text, left-justified.
2. **Copy editing and proofreading:** Manuscripts should be submitted grammatically and stylistically adequate. It is required that manuscripts be submitted as a copy edited and proofread document, including proper use of the English language, proper grammatical structure, and correct spelling and punctuation.

All Final Manuscripts should follow the below requirements:

1. **Copy editing and proofreading:** Final Manuscripts are required to be submitted in their final form and ready for publication as is. A full copy edit and proofread must occur prior to submission of the Final Manuscript. Major changes in excess of minimal grammatical, typographical, spelling, and reference list corrections will not be accepted. Upon Final Manuscript submission, no additional moving and/or deleting paragraphs, sections, etc., will be permitted.
2. **LaTeX:** LaTeX files are not accepted by IGI Global due to compatibility with IGI Global's typesetting program. As an alternative, MathType must be used for all equation formatting.
3. **Metafiles:** Metafiles for any mathematical symbols or letters are not accepted by IGI Global.
4. **Symbols and Letters:** Symbols and letters must be consistent in their formatting throughout the manuscript (i.e., italics as seen in each equation for the common symbol "x"). Inconsistent use of symbols and letters can result in major revisions and can affect the quality of the manuscript's content.
5. **Subhead divisions:** Subheads should not be numbered. All subheadings are required to be formatted in bold and 14pt text.

6. **Images:** Images are required be submitted separately in .TIF format in chronological order as they appear in the manuscript. Text in the manuscript must identify corresponding images to be placed. .TIF files must match the text designation in the manuscript. For specific instructions, please see:

<http://www.igi-global.com/Files/AuthorEditor/imageguide.doc>

Please note that images published by IGI Global are black and white only; for the best quality, images should be submitted in black and white or gray scale.

7. **Endnotes:** Endnotes will be placed at the end of the manuscript following the list of references. Footnotes are not accepted.

8. **APA and IGI Global House Style.** Please be advised that due to APA and IGI Global house style rules, changes in regard to, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images may be adjusted accordingly during the typesetting phase.

### **Review Process**

To ensure the high quality of published material, IGI Global journals utilize a double-blind peer-review process by a group of experts to review submitted manuscripts. Upon receipt of a manuscript, five reviewers are selected from the Editorial Review Board of the journal to which you are submitting. The selection is based upon the particular area of expertise of the reviewers matched to the subject matter of the submission. Please note that return of a manuscript to the author(s) for revision does not guarantee acceptance of the manuscript for publication. The final decision will be based upon the comments of the reviewers upon their second review of the revised manuscript.

### **Correspondence**

An acknowledgment e-mail regarding the receipt of your manuscript will be promptly sent by the Editor-in-Chief of the submitted journal. The review process will take approximately 12-16 weeks, and the corresponding author will be notified concerning the possibility of publication of the manuscript as soon as the review process is completed. All correspondence will be directed to the first author of multi-authored manuscripts. The corresponding author is responsible for communicating with manuscript co-authors to obtain final materials and copyright agreement signatures.

Should your manuscript be accepted for publication, it will be submitted to the publisher where it will be typeset. After typesetting, you will be sent a proof of your manuscript to proofread. You will be required to return the proof within 48 hours to the publisher.

### **Book Review:**

Should you be submitting a review of a textbook or professional book for possible inclusion in an IGI Global journal, please review the following guidelines:

Book reviews must not exceed 1,500 words. Reviews should summarize the book and indicate the highlights, strengths, and weaknesses of the book. Reviews should evaluate the organizational and managerial applications of the material discussed in the book relevant to the topic area of the journal to which you are submitting. Reviews should critique and constructively evaluate the authors' work and not merely list the chapters' contents. The writing style, accuracy, relevance, and the need for such a work in the discipline should be analyzed. Reviews must include the title of the book, author, publishing company, publication date, number of pages, cost (if listed), and ISBN number. Each submission must be accompanied by a short biography of the reviewer.

All submissions and inquiries should be directed to the Editor-in-Chief of the particular journal to which you are submitting.

For more specific details on guidelines, please see:

<http://www.igi-global.com/AuthorsEditors/AuthorEditorResources/JournalDevelopmentResources.aspx>