

## Guidelines for Preparing Accepted Journal Articles

The paper, references, and authors biography must be submitted on diskette. The format of your diskette must be Word or RTF. Please label your disk with your last name & software application(s) used. Please note that we are unable to accept LaTeX files because of a compatibility problem with IGI typesetting programs.

-- The text of your article will appear in the journal exactly as submitted by you, therefore, please be sure to proof it for typographical errors.

-- All text on the disk version should be left justified. Please put all primary section titles in UPPER CASE letters and subheading in both Upper and Lower Case letters. Do not number your titles (for example, 1.0 Introduction; 2.0 Background). Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.

--APA (American Psychological Association) style must be followed. When you use the source in the text, author's name and year of publication should appear, for example (Travers, 1995). Do not number the references in either the text or the reference listing at the end of the article. Endnotes only will be used. For full guidelines for manuscript submission, please refer to page 2 of any issue of Idea Group Publishing Journals or contact Idea Group Publishing. Several examples are given below:

### **Example 1: Single author periodical publication.**

Smith, A.J. (2001). Databases and organizations. *Database Ideology Review*, 16(2), 1-15.

### **Example 2: Multiple authors periodical publication.**

Smith, A.J., & Brown, C.J. (1999). Organizations and Database Management. *Data Source*, 10(4), 77-88.

### **Example 3: Books:**

Smith, A.J. (2001). *Database Booklet*. New York: J.J. Press.

State author's name and year of publication where you use the source in the text. See the following examples:

**Example 1:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 1999).

**Example 2:** Brown (2002) states that the value of data is recognized by most organizations.

The author's name, date of publication, and the page(s) on which the quotation appears in the original text should follow direct quotations of another author's work.

**Example 1:** Brown (2002) states that "the value of data is realized by most organizations" (p. 45).

**Example 2:** "In most organizations, data resources are considered to be a major organization asset" (Smith, 1999, pp. 35-36) and must be carefully monitored by the senior management.

--A clear, concise abstract must accompany every article. IGI, as a scholarly, publishing company, readily provides abstracts for book chapters, journal articles, etc. to a variety of scholarly indexes for inclusion. Therefore, it is extremely important that your final abstract clearly describes the essence of your work in your article. Below is a sample of an abstract that clearly states the purpose of the paper and summarizes the content. Please follow the sample to create a clear description of your work for better recognition within the indexes.

### **SAMPLE ABSTRACT**

*This article introduces the Chaos Theory as a means of studying information systems. It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts. Furthermore, the authors hope that understanding the underlying assumptions and theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying information systems, but also assist in the understanding of intricate relationships between different factors.*

First, the authors describe what the article is about. (*This article introduces the Chaos Theory as a means of studying information systems.*)

They summarize the content of the article. (*It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts.*)

Then, they explain their purpose or objectives for writing the paper. (*Furthermore, the authors hope that understanding the underlying assumptions and theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying*

*information systems, but also assist in the understanding of intricate relationships between different factors.)*

**Note:** Your abstract does not necessarily need to be three sentences like the sample above – but it will need to be between 100-150 words, nor does it need to be worded the same way. Use your own words, but capture the idea behind this sample abstract.

- **Keywords** - Most indexes are searched by certain keywords assigned by the scholars of the material so it is crucial that you assist us in assigning keywords related to your work. Carefully assign as many keywords to your article as needed. Please display your keywords after the abstract when submitting your work to the editor.

- If your paper includes figures and tables you must attach a good laser printout of your figures. Sometimes in converting to the page layout program, figures & tables become distorted. Please make the figures and tables in conservative sizes. The standard maximum size acceptable is 4 1/2" x 7" so do not submit figures or tables that are larger than this because during reduction, details are often lost or type becomes so small that it is hard to read in the printed publication. Figures may be embedded in your word document but they should be created with a program that allows you to save them as gif, jpg or tiff format.

-- Please use only endnotes, if needed. They will be placed before the references at the end of each article. Footnotes at the bottom of a page will not be allowed.

-- A one paragraph biographical sketch of about 100 words for each author MUST be submitted on disk or it will not appear in the author section of the book.

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We appreciate your submission and look forward to the receipt of your signed copyright transfer, journal article and diskette. After your paper is typeset, you will receive a proof copy of it by email in PDF format for your final approval. Therefore, please be sure to include your full name, affiliation, address and email address on your paper.

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## **Author Checklist for Accepted Papers**

In order to maintain quality and consistency in Idea Group Inc. publications, we ask you to perform the following items prior to submitting your final manuscript for publication:

\_\_\_ Include the original, hard copy of Author's Warranty and Transfer of Copyright signed by each author

\_\_\_ Include all reference information (date of publication, author/editor, title, publisher name and location, volume and page numbers, URL and date of download for electronic references, etc.) and be sure that the references are in the correct APA format (see Guidelines for Preparing Accepted Journal Manuscripts for examples)

\_\_\_ Include an abstract and keywords.

\_\_\_ Thoroughly check the article for correct grammar, in particular: spelling of names, affiliations, any symbols, equations, etc.

\_\_\_ Provide laser printed hard copies of all figures and graphics in black and white

\_\_\_ Submit a biography on the disk (100-150 word paragraph) for each author

\_\_\_ Provided complete mailing address of each author (to receive complimentary copies of printed journal) and email address (for receiving the proofing copy of your article in PDF format).