

## **Submitting an article**

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### **Review process**

Each paper is reviewed by the editor and, if it is judged suitable for this publication, it is then sent to two independent referees for double blind peer review. Based on their recommendation, as well as consultation between relevant Editorial Board members the editor then decides whether the paper should be accepted as is, revised or rejected.

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The editor may make use of iThenticate software for checking the originality of submissions received.

**Please prepare your manuscript before submission, using the following guidelines:**

### **Format**

All files should be submitted as a Word document

### **Article Length**

Articles should be between 3000 and 5000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table.

### **Article Title Page**

An Article Title Page should be submitted alongside each individual article using the template provided. This should include: Article Title Author Details (see below) Acknowledgements Author Biographies Structured Abstract (see below) Keywords (see below) Article Classification (see below)

### **Author**

Details should be supplied on the Article Title Page including:

- Full name of each author
- Affiliation of each author, at time research was completed

- Where more than one author has contributed to the article, details of who should be contacted for correspondence
- E-mail address of the corresponding author
- Brief professional biography of each author.

### **Structured Abstract**

Authors must supply a structured abstract on the Article Title Page, set out under 4-7 sub-headings: Purpose; Design/methodology/approach; Findings; Research limitations/implications; Practical implications; Social implications (if applicable); Originality/value

Maximum is 250 words in total

### **Keywords**

Please provide up to 10 keywords on the Article Title Page, which encapsulate the principal topics of the paper

### **Headings**

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.

### **Notes/Endnotes**

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

### **Research Funding**

Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

### **Figures**

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form. All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.

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pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.

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References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency.

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### **For books**

Surname, Initials (year), Title of Book, Publisher, Place of publication.

e.g. Harrow, R. (2005), No Place to Hide, Simon & Schuster, New York, NY.

### **For book chapters**

Surname, Initials (year), "Chapter title", Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages.

e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

### **For journals**

Surname, Initials (year), "Title of article", Journal Name, volume, number, pages.

e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

### **For published conference proceedings**

Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, Page numbers.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.

### **For unpublished conference proceedings**

Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).

e.g. Aumueller, D. (2007), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2008).

### **For working papers**

Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.

e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

### **For encyclopedia entries (with no author or editor)**

Title of Encyclopedia (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages. e.g. *Encyclopaedia*

Britannica (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.  
(For authored entries please refer to book chapter guidelines above)

**For newspaper articles (authored)**

Surname, Initials (year), "Article title", Newspaper, date, pages.

e.g. Smith, A. (2008), "Money for old rope", Daily News, 21 January, pp. 1, 3-4.

**For newspaper articles (non-authored)**

Newspaper (year), "Article title", date, pages.

e.g. Daily News (2008), "Small change", 2 February, p. 7.

**For electronic sources**

If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).