

Guidelines for Submission

Mission

Prospective authors are invited to submit article manuscripts for possible publication in IGI Global Journals.

Types of Submissions

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

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Please note that all submissions must be original, unpublished, and not under the review of any other publication.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 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 Originality of manuscripts: Only original and previously unpublished article manuscripts will be accepted for publication. Authors of standard subscription-based article manuscripts (non-open access) are asked to sign an Author's Warranty and Transfer of Copyright Agreement that requires confirmation that the manuscript is original and has not been submitted for potential publication or previously published elsewhere. Also, 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.

Note: Authors of article manuscripts submitted under open access will be requested to sign only an Author's Warranty confirming that the article manuscript is original and has not been submitted for potential publication or previously published elsewhere and the copyright will be retained by them. IGI Global open access journal publishing offers authors the Creative Commons Attribution 4.0 International (CC BY 4.0) licensing arrangement. The copyright for the work remains solely with the author(s) of the article manuscript.

2. Revised manuscripts. IGI Global does not publish article 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 or has been 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 refer to the final article manuscript submission guidelines: <https://www.igi-global.com/publish/contributor-resources/>

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 the article 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 article manuscript must be credited to its owner, or written permission to use the name must be granted.

Style

Article manuscripts should include a thorough literature review and adequate reference citations to support the arguments and methodology of the research study (article manuscripts should include approximately 25-30 references to assert a high level of rigor). All material that is paraphrased or quoted from another source must be substantiated with an in-text reference citation. Article manuscripts and references must strictly follow APA (American Psychological Association) style (The publisher may return article manuscripts for revision to format the article 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 article manuscript and may not include any bibliographic references that do not associate directly with the content of the article 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 (<https://apastyle.apa.org/products/publication-manual-7th-edition>) is highly recommended for compiling article manuscript submissions. The APA style manual 'frequently asked questions' and 'helpful tips' may also be found at: www.apastyle.org/faqs.html and 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.

Published proceedings:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In *Proceedings of Nebraska Symposium on Motivation* (vol. 38, pp. 237-288). Lincoln, NE: 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, MO.

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.

Website:

VandenBos, G., Knapp, S., & Doe, J. (2001). *Role of reference elements in the selection of resources by psychology undergraduates*. Retrieved from <http://jbr.org/articles.html>

In-Text Citations:

Please note that for in-text citing, please do not utilize square brackets. In-text citations should appear with the author surname followed by publication year in parentheses at the end of the quotation or paraphrased text. Please ensure that all in-text citations correspond to a full reference listed within the reference list at the end of the article manuscript.

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 article 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 two paragraphs of block quoted text, permission must be acquired from the copyright holder for use of the quote before IGI Global will publish the article manuscript.

Editorial Issues:

All article manuscript submissions should be submitted through the eEditorial Discovery manuscript submission system: <https://www.igi-global.com/submission/submit-manuscript/>

Please ensure that you complete all steps of the article manuscript submission process and that all appropriate documents have been uploaded successfully.

Manuscript formatting:

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

Keywords: Following the Abstract, a list of 5-10 keywords should be included in the article manuscript. These keywords should be common indexing terms. Keywords should appear in the article manuscript or be related to the main thrust of the article manuscript.

Manuscript Requirements:

All **initial** article manuscript submissions should follow the below requirements:

1. **Length:** The length of the submitted article manuscript should fall between 5,000-7,000 words and appear in 12pt, single-spaced text, left-justified.
2. **Copy Editing and Proofreading:** Article manuscripts should be submitted grammatically and stylistically adequate. It is required that article 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** article manuscript submissions should follow the below requirements:

1. **Copy Editing and Proofreading:** Final article manuscripts are required to be submitted in their final form and ready for publication as is. Full copy editing and proofreading 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 of 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 article manuscript's content.

5. **Subhead Divisions:** Subheads should not be numbered. All subheadings are required to be formatted in bold and 12pt text.

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

<https://igiprodst.blob.core.windows.net/public-publish/image-guide.pdf>

Please note that images published by IGI Global are typically published in black and white; for the best quality, images should be submitted in a manner that would look clear in color as well as in black and white and gray scale. Note that the journal page dimensions are 5x8, and images shouldn't exceed that width and height.

7. **Endnotes:** Endnotes will be placed at the end of the article 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 article manuscripts. Upon receipt of an article manuscript, 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 the return of an article manuscript to the author(s) for revision does not guarantee acceptance of the article

manuscript for publication. The final decision will be based upon the comments of the reviewers upon their second review of the revised article manuscript.

Correspondence

An acknowledgment e-mail regarding the receipt of your article manuscript submission will be promptly sent from the eEditorial Discovery manuscript submission system. The review process will take approximately 12-16 weeks, and the corresponding author will be notified concerning the possibility of publication of the article manuscript as soon as the review process is completed. All correspondence will be directed to the first author of multi-authored article manuscripts. The corresponding author is responsible for communicating with the article manuscript co-authors to obtain final materials.

Should your article 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 article 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 adhere to 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 book review submission must be accompanied by a short biography of the reviewer.

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