

## Manuscript requirements

1. **Length:** As a guide, articles should be between 4000 and 6000 words in length (ca 25-35 pages). The best ideas are expressed in simple, direct language.
2. **Spacing:** Manuscripts must double-spaced throughout (this includes notes and references)
3. **Format:** Use letter size format with all margins at least one inch
4. **Font:** use Times New Roman 12 pt. font
5. **Page numbering:** All pages should be numbered consecutively in the top right-hand corner
6. **Title:** A title of not more than fifteen words should be provided
7. **Page 1:** A brief **autobiographical note** should be supplied including:
  - o Title
  - o Full name of all authors
  - o Affiliation(s)
  - o Full international contact details for each author
  - o Phone number(s) and fax number(s)
  - o E-mail address(es)

**NB** This information should be provided on the first page and authors should not be identified anywhere else in the article.

8. **Page 2:** Authors must supply a **structured abstract** set out under 4-6 sub-headings
  - o Title
  - o Purpose (mandatory)
  - o Design/methodology/approach (mandatory)
  - o Findings (mandatory)
  - o Research limitations/implications (if applicable)
  - o Practical implications (if applicable)
  - o Originality/value (mandatory).

Maximum length is 250 words in total. In addition provide provide three to six keywords or phrases to help in identifying appropriate reviewers and to facilitate abstracting and search functions. Relate it to the CFP topics.

9. **Page 3:** The body of the paper begins on page three with the main heading INTRODUCTION, left justified. It is not necessary to include the title on this page.
10. **Headings:** Primary headings should be capitalized and bold. Secondary headings should be in upper and lower case, bold. Third level headings should be italicized. All headings should be left justified.

### **1. HEADING (LEVEL 1)**

#### **1.1. Heading (level 2)**

##### *1.1.1. Heading (level 3)*

11. **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.

12. **Table, Figure and Image:** Each should be supplied within the text and should be of clear quality, in black and white and numbered consecutively with arabic numerals.

13. **In-Text citation:**

1. In the text, where the author's name appears, the date should follow in parentheses, e.g., Fetscherin (2005). If the author's name is not present in the text, insert it with the author's name and date in parentheses, e.g., (Alon, 2003).
2. Multiple references should be listed alphabetically in parentheses, separated by semicolons, e.g., (Chang, 2002; McIntyre, 2007).
3. Page numbers to indicate a passage of special relevance or to give the source of a quotation or paraphrase should appear in parentheses, e.g., (Lattemann, 2005, p. 12).
4. If there is more than one reference to the same author in the same year, postscript the date of each reference with a, b, c, etc., e.g., (Fetscherin, 2007a; 2007b).
5. For references with two authors, give both names every time you cite it, e.g., (Alon & McIntyre, 2004).
6. References with three or more authors, the mention the first author followed by et al. (Chang, *et al.* 2005).

14. **References:** Need to be in Harvard style and carefully checked for completeness, accuracy and consistency.

- *For books:* Surname, Initials (year), *Title of Book*, Publisher, Place of publication. e.g. Chang, J. (2005), *Economic Reform and Cross-Strait Relations: Taiwan and China in the WTO*, World Scientific, New York, NY.
- *For book chapters:* Surname, Initials (year), "Chapter title", Editor's Surname, Initials (Ed.), *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. (2005), "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 2007).

- *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).