



## INSTRUCTIONS FOR THE AUTHORS

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

<b>Format</b>	All files should be submitted as a Word document.
<b>Article Length</b>	Articles should be a maximum of 60,000 characters in length (including spaces and foot notes). This includes all text (paper, references and appendices).
<b>Article Title</b>	A title of not more than eight words should be provided.
<b>Article Title Page</b>	<p>An <b>Article Title Page</b> should be submitted alongside each individual, including:</p> <ul style="list-style-type: none"> <li>• Article Title</li> <li>• Author Details (see below)</li> <li>• Acknowledgements</li> <li>• Author Biographies</li> <li>• Structured Abstract (see below)</li> <li>• Keywords (see below)</li> <li>• Article Classification (see below)</li> </ul>
<b>Author Details</b>	<p>Details should be supplied on the <b>Article Title Page</b> including:</p> <ul style="list-style-type: none"> <li>• Full name of each author</li> <li>• Affiliation of each author, at time research was completed</li> <li>• Where more than one author has contributed to the article, details of who should be contacted for correspondence</li> <li>• E-mail address of the corresponding author</li> <li>• Brief professional biography of each author.</li> </ul>

**Structured  
Abstract**

Authors must supply an abstract on the **Article Title Page**, containing:

- Purpose
- Design/methodology/approach
- Main findings
- Originality/value

Maximum is 250 words in total (including keywords).

**Keywords**

Please provide up to 5-6 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/Footnotes**

Notes or footnotes should be used only if absolutely necessary and must be created by MS Word automatic system.

**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.

- Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and 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.
- Figures which cannot be supplied in as the above are acceptable in the standard image formats which are: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide.
- To prepare web pages/screenshots simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".)
- Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

## Tables

Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.

## References

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

and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

You should cite publications in the text: (Forrester, 1991) using the first named author's name or (Rodrigue and Noteboom, 2013) citing both names of two, or (Ashley *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

<i>For books</i>	SURNAME, INITIALS (year), <i>Title of Book</i> , Publisher, Place of publication. e.g. HARROW, R. (2005), <i>No Place to Hide</i> , Simon & Schuster, New York, NY.
<i>For book chapters</i>	SURNAME, INITIALS (year), "Chapter title", Editor's Surname, Initials, <i>Title of Book</i> , Publisher, Place of publication, pages. e.g. CALABRESE, F. A. (2005), "The early pathways: theory to practice – a continuum", in STANKOSKY, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i> , Elsevier, New York, NY, pp. 15-20.
<i>For journals</i>	SURNAME, INITIALS (year), "Title of article", <i>Journal Name</i> , volume, number, pages. e.g. CAPIZZI, M. T. and FERGUSON, R. (2005), "Loyalty trends for the twenty-first century", <i>Journal of Consumer Marketing</i> , Vol. 22 No. 2, pp. 72-80.
<i>For published conference proceedings</i>	SURNAME, INITIALS (year of publication), "Title of paper", in SURNAME, INITIALS (Ed.), <i>Title of published proceeding which may include place and date(s) held</i> , 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 <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i> , Springer, Vienna, pp. 12-32.

<p><i>For unpublished conference proceedings</i></p>	<p>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).</p> <p>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: <a href="http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf">http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf</a> (accessed 20 February 2007).</p>
<p><i>For working papers</i></p>	<p>SURNAME, INITIALS (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>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.</p>
<p><i>For encyclopedia entries (with no author or editor)</i></p>	<p><i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.</p> <p>e.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-771.</p> <p>(For authored entries please refer to book chapter guidelines above)</p>
<p><i>For newspaper articles (authored)</i></p>	<p>SURNAME, INITIALS (year), "Article title", <i>Newspaper</i>, date, pages.</p> <p>e.g. SMITH, A. (2008), "Money for old rope", <i>Daily News</i>, 21 January, pp. 1, 3-4.</p>
<p><i>For newspaper articles (non-authored)</i></p>	<p><i>Newspaper</i> (year), "Article title", date, pages.</p> <p>e.g. <i>Daily News</i> (2008), "Small change", 2 February, p. 7.</p>

*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).