

## **Paper Submission Template and Guidelines**

As a guide, articles should be between 5,000 and 8,000 words in length (although individual Stream chairs may allow for shorter or longer pieces). The papers should be formatted with 2.5cm margins, double line spacing, and Harvard referencing style (see below).

A title of not more than ten words should be provided, indicating where the study was conducted if the paper contains a single or two country study.

The papers should adopt an academic style suitable for publication in scholarly journals in the field.

### **The reviewing process**

All submissions will be sent to blind peer review by the Stream chairs, who will inform authors the outcome of the review. Upon receipt, the paper submission will be reviewed by the Stream chair(s), and if considered of suitable standard it will be sent for refereeing to reviewers, based on its classification by disciplinary and geographic focus. When referees' comments are received, Stream chairs may decide to accept the paper, ask for revisions or reject it. The Stream chairs may make use of relevant software for checking the originality of submissions received.

### **Manuscript requirements**

Authors must supply a structured abstract set out under 4-6 sub-headings:

1. Purpose;
2. Design/methodology/approach;
3. Findings;
4. Research limitations/implications (if applicable);
5. Practical implications (if applicable); and
6. Originality/value of the paper.

The abstract should be less than 250 words in total.

In addition provide up to six keywords which encapsulate the principal topics of the paper and categorize your paper under one of these classifications: Research paper, Viewpoint, Technical paper, Conceptual paper, Case study, Literature review or General review

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.

Figures, tables and charts should be supplied within the article itself.

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 include all author names and initials and give any journal title in full.

You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams 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:

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 electronic sources: if available online the full URL should be supplied at the end of the reference.

### **Submission of the article**

Your paper should be submitted at the suggested deadlines. Please liaise with Stream chairs if you require extensions. Please ensure that the abstract, article category, keywords are supplied in the article document. In preparing the file, please use either Word or RTF formats, name the file as "ATyournamesecondnameanddate.doc". You are strongly advised to proof read your paper for consistency, grammar and spelling. A separate document should be submitted containing a brief autobiographical note for each author, title of the paper (full name, affiliation, email address and full international address). This document should be titled "ADyournamesecondnameanddate.doc".