

# 1. Details to Keep in Mind for Your Full Article Submission

Articles must

- be submitted in Microsoft® Word.
- be typewritten in English in APA style
- **each containing 1,500-3,000 words**

1. **Originality of articles.** Only ORIGINAL articles will be accepted for publication. Upon acceptance of your article, you will be required to sign a warranty that your article is original and has NOT been submitted for publication or published elsewhere.
2. **Revised articles.** IGI Global will not publish a article that is a “revised” version of a article that you published elsewhere. While your article may certainly be based on the same data and research as another article published by you, the article you submit to IGI Global must be a completely new and original work—in other words, it must NOT have the same wording or formatting as another article previously published by you.
3. **Images.** IGI Global requests that your article not contain more than five to eight images (images include screenshots, figures, tables, graphics, etc.)
  - **Submission.** Images are generally classified into two types – figures and tables.
    - i. **Figures** should NOT be included within the text of your article. All figures must be submitted as **separate .tif files**. (It is important that you **CLEARLY** indicate in the text where the images should be placed by including a caption. Please see “Article Organization and Formatting” [below] for an example). If figures are not included as separate .tif files, you will be contacted for their submission and production will be held until they are received.
    - ii. **Tables** can be included in the text of your article if they were created in Word and are **NOT** image files. Otherwise, they should be treated as figures (see above) and submitted separately.
  - **Color.** Please note that while images will appear in color in the electronic version of your manuscript, images will appear in black and white **only** in the printed version; thus, for images of the best quality, it is important that you submit your images in black and white or gray scale.
  - **Size.** Please ensure that all images submitted for publication are sized exactly as they should appear in print. Additionally, please ensure that your .tif files are saved at a **300+** dpi setting for the best quality.
  - **Numbering.** Figures should be numbered according to their appearance in the text of your article (i.e., the first figure in your article should be labeled “Figure 1”; the first table in your article should be labeled “Table 1.”). In order to ensure the proper placement of all images, please ensure figure/table

numbers are included BOTH in your captions AND within the name of each separate .tif file.

4. **In-text citations.** Please ensure that all information in your article that is taken from another source is substantiated with an in-text reference citation. Please also note that your references must follow APA (American Psychological Association) style (**The publisher will return your article to you for correction if you do not properly format your references.**).
- While some examples of references in APA style are included in the following pages, it is highly recommended that you reference an actual APA style manual (5<sup>th</sup> edition). If you do not own an APA style manual, you may either 1) consult your library or 2) visit APA's Web site to order your own copy: <http://www.apastyle.org/pubmanual.html>. It may also benefit you to consult the following pages of APA's Web site for frequently asked questions and other tips: <http://www.apastyle.org/faqs.html> and <http://www.apastyle.org/previoustips.html>.
  - In-text citations should NOT be numbered. When you use the source in the text, the author's name and year of publication should appear within parenthesis. An example of this is: (Travers, 1995). Please do not include any abbreviations. Please see the following examples:
    - i. In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 2001).
    - ii. Brown (2003) states that the value of data is recognized by most organizations.
5. **Direct quotations.** The author's name, date of publication, and the **page(s)** on which the quotation appears in the original text should follow direct quotations of another author's work.
- Brown (2002) states that "the value of data is realized by most organizations" (p. 45).
  - "In most organizations, data resources are considered to be a major organization asset" (Smith, 2003, pp. 35-36) and must be carefully monitored by the senior management.
  - If a direct quote that you wish to include in your case is more than 40 words long, please be sure to format your quote as a block quote (a block quote uses no quotation marks, and its margins are indented from the left; also, you'll notice that the period at the end of the sentence comes *before* the parenthetical in-text citation)
    - i. **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)

- ii. **NOTE:** If you plan on including more than 2 paragraphs of quoted text, you **must** acquire permission from the copyright holder for use of the quote before IGI Global will agree to publish your article.

6. **Acquiring permission for copyrighted images.** It is your responsibility to obtain written permission to include any copyrighted images (whether they be screenshots [e.g., a screenshot of a page from a company's Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.) in your article. The copyright holder **MUST** agree to and sign IGI Global's permission form before IGI Global will agree to include the image in your article. To obtain a copy of this permission form, please contact the encyclopedia editor or IGI Global ([development@igi-global.com](mailto:development@igi-global.com)).

Please note that while permission is sufficient for brief quotations, it is not sufficient for images. Please also keep in mind that the copyright is generally held by the publisher of the image rather than the author of the image.

After you obtain permission, you are then responsible to indicate in the caption of the image the original source of the image and that it is being used in your article with permission. Your caption should appear as:

*Figure 1. [insert caption here]. (© [insert copyright year here], [insert copyright holder's name here]. Used with permission.)*

Please note that, should you create an image that is loosely based on another copyrighted image, you must indicate in the image caption that your image is adapted from another copyrighted image and then provide the original source:

*Figure 1. [insert caption here]. (Adapted from [insert source of copyrighted image here]).*

As some publishers require that you obtain permission for use of even an image that you may have adapted from one of their images, it is your responsibility to investigate as to whether or not permission is needed for your adapted image.

**IMPORTANT NOTE:** Since acquiring permission may take a significant amount of time, it is very important that you begin the process as soon as possible. Should you not obtain permission by the time the manuscript is ready to be sent to production, you will have the option of removing, replacing, or redrawing the image in question.

7. **Permission fees.** Subsequent to the previous point, IGI Global will **NOT** agree to publish any copyrighted image for which a permission fee is required, **OR** for which permission is required for each subsequent publication of the image.

8. **Trademark use.** All trademark use within your article **MUST** be credited to its owner, or written permission to use the name must be granted.
9. **LaTeX.** LaTeX files NOT accepted because they are not compatible with IGI Global's typesetting program. As an alternative, we recommend that you use MathType. Please do not hesitate to contact IGI Global at [development@igi-global.com](mailto:development@igi-global.com) to request a copy of our math guide.
10. **Metafiles.** If you include equations in your article, it is important that you do NOT use metafiles for any mathematical symbols or letters unless absolutely necessary. For example, take into consideration the following equation:  $(a + b) - (c + d) = e$ . There is absolutely no need for the use of metafiles here since each of the symbols and letters in this equation appear on your keyboard.

Additionally, it is extremely important that all symbols and letters are consistent in their formatting (i.e., if you italicize "x" in equation number one, please be sure to italicize "x" throughout the rest of your article if it is used to represent the same item). Please note that the unnecessary use of metafiles and the inconsistent formatting of symbols and letters will have an adverse effect on the quality of your article, as well as slow down the production of the entire encyclopedia.

**NOTE:** We recommended that you use *Mathtype* (<http://www.dessci.com/en/products/mathtype/>) to create complex equations. Do not use the Equation Editor that accompanies Word 2007 because there is a problem in the program that corrupts equations when outputting the final typeset version of the article to postscript for printing. If you are using Word 2007 for your submission and do not have *Mathtype*, please use the Equation Editor for Word 2003 when creating equations. Microsoft has been alerted to the problem and it will be fixed in future versions of Word. Instructions for accessing the 2003 editor are available on the Microsoft website.

11. **Interviews.** Please note that if any full interviews are included in your article, you must have the interviewee sign IGI Global's "Interview Release and Assignment Agreement" with which you will be provided by the encyclopedia editor or IGI Global ([development@igi-global.com](mailto:development@igi-global.com)) upon request.
12. **Copy editing and proofreading.** It is crucial that complete copy editing and proofreading of your article be conducted PRIOR to submission to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Articles that are submitted to the publisher are considered to be in their FINAL FORM and ready for publication as is. Please also keep in mind that the material you submit for production is final. Other than minor grammatical, typographical, spelling, and reference list corrections, major changes such as moving and/or deleting paragraphs, sections, etc., will NOT be permitted.

**13. APA and IGI Global House Style.** Please be advised that due to APA and IGI Global house style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images on your pages may be adjusted accordingly during the typesetting phase.

Please see the document below for instructions regarding the content and styling of your article. Thank you.

## 2. Article Organization and Formatting

# Title

### **Author Name**

*Affiliation, Country*

### **ABSTRACT**

As a contribution to a scholarly publication, your article must include an abstract, consisting of approximately 100-150 words, which will provide your readers with an overview of the content of your article. It is important that your abstract clearly states the purpose of your article and summarizes the content.

### **INTRODUCTION**

Describe the general perspective of the article. Toward the end, specifically state the objectives of the article.

### **BACKGROUND (SUBHEAD STYLE 1- ARIAL, SIZE 12, BOLD)**

Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.<sup>1</sup>

### **MAIN FOCUS OF THE ARTICLE<sup>ii</sup>**

#### **Issues, Controversies, Problems (Subhead Style 2- Arial, size 12, bold)**

Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done as it relates to the article's specific topic and the main theme of the encyclopedia.

#### **Solutions and Recommendations**

Discuss solutions and recommendations in dealing with the issues, controversies, or problems presented in the preceding section.

*Figure/Table 1. Please include captions within the text of your article to indicate where images should be placed. All images must be included as separate .tif files, NOT included within the text of your article.*

### **FUTURE RESEARCH DIRECTIONS**

Discuss future and emerging trends. Provide insight about the future of the encyclopedia's theme from the perspective of the article focus. Viability of a paradigm, model, implementation issues of proposed programs, etc., may be included in this section. If appropriate, suggest future research opportunities within the domain of the topic.

### **CONCLUSION**

Provide discussion of the overall coverage of the article and concluding remarks.

## REFERENCES

References should relate **only** to the material you actually cited within your article (this is not a bibliography). References should be in APA style and listed in alphabetical order. Please do not include any abbreviations.

### **Authored book:**

Author, A. A. (1994). *Title of work*. Location/City, State: Publisher.

### **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.

### **Instance of publication in press:**

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research*.

### **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.

### **Unpublished doctoral dissertation or master's theses:**

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

### **Paper presented at ... :**

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.

### **Published proceedings:**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

### **Web site:**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

## ADDITIONAL READING SECTION

In this section, please provide a list of 25-50 additional readings (e.g. journal articles, book chapters, case studies, etc.). You, as the contributing author(s), are the best source for suggestions on additional readings in your respective field. APA style must be followed for this section.

## KEY TERMS & DEFINITIONS (SUBHEAD 1 STYLE)

Keyword: Definition of Keyword.

Please provide 7-10 key terms related to the topic of your article and clear, concise definitions (in your own words) for each term. Place your terms and definitions after the references section of your article.

---

<sup>i</sup> Please use only endnotes, if needed. If you include endnotes, they will be placed after the references at the end of your article. Footnotes at the bottom of a page are not acceptable.

<sup>ii</sup> Please note that the title/subtitles of this section should be content specific