

## Author Guidelines and Manuscript Requirements

Prepare your manuscript before submission, using the following guidelines:

<b>Format</b>	Article files should be provided in Microsoft Word format. The font style must be New Times Romans and size 12. Paragraphs should have line single spacing and alignment justified. The editors will insert numbering and header. See recent published <a href="#">research articles as examples</a> for the general layout.
<b>Article Length</b>	Articles should be between 3000 and 7000 words in length. This includes all text including references and appendices. Allow 300 words for each figure or table.
<b>Article Title</b>	A title of not more than eight words should be provided. The font style must be New Times Romans and size 14.
<b>Author details</b>	<p>All contributing authors' names should be added to the ScholarOne submission, and their names arranged in the correct order for publication.</p> <ul style="list-style-type: none"><li>• Correct email addresses should be supplied for each author in their separate author accounts</li><li>• The full name of each author must be present in their author account in the exact format they should appear for publication, including or excluding any middle names or initials as required.</li></ul>
<b>Biographies and acknowledgements</b>	Authors who wish to include these items should save them together in an MS Word file to be uploaded with the submission. If they are to be included, a brief professional biography of not more than 100 words should be supplied for each named author.
<b>Research funding</b>	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.
<b>Structured Abstract</b>	<p>Authors must supply a structured abstract in their submission,</p> <ul style="list-style-type: none"><li>• Purpose (mandatory)</li><li>• Design/methodology/approach (mandatory)</li><li>• Findings (mandatory)</li><li>• Research limitations/implications (if applicable)</li><li>• Practical implications (if applicable)</li><li>• Social implications (if applicable)</li><li>• Originality/value (mandatory)</li></ul>

	<p>Maximum is 250 words in total (including keywords and article classification, see below).</p> <p>Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect). Authors should be conservative in their writing.</p>
<b>Keywords</b>	<p>Authors should provide appropriate and short keywords in the ScholarOne submission that encapsulate the principal topics of the paper. The maximum number of keywords is 12.</p>
<b>Article Classification</b>	<p>Authors must categorize their paper as part of the ScholarOne submission process. The category which most closely describes their paper should be selected from the list below.</p> <p><b>Research paper.</b> This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.</p> <p><b>Viewpoint.</b> Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.</p> <p><b>Technical paper.</b> Describes and evaluates technical products, processes or services.</p> <p><b>Conceptual paper.</b> These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.</p> <p><b>Case study.</b> Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.</p> <p><b>Literature review.</b> It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a</p>

	<p>topic and explore their different views.</p> <p><b>General review.</b> This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.</p>
<b>Headings</b>	<p>Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.</p> <p>The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.</p>
<b>Footnotes/Endnotes</b>	<p>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.</p>
<b>Figures</b>	<p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.</p> <p>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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Figures which cannot be supplied as 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.</li> <li>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".)</li> <li>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 8-10cm wide. Digital</li> </ul>

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 row.

Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.

**References**

References to refer to the APA style referencing