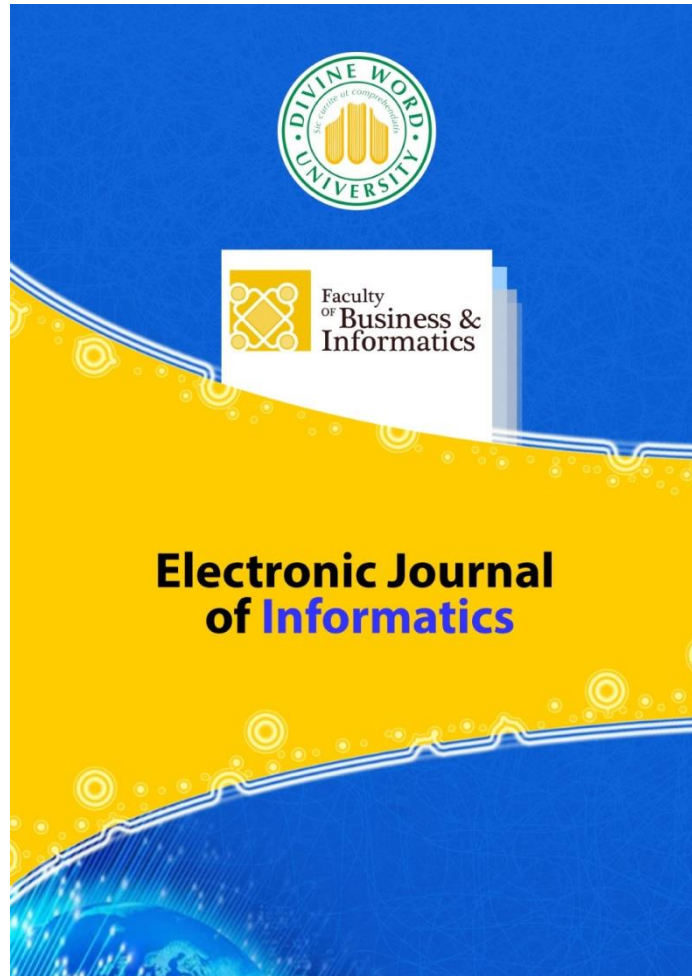


**Electronic Journal of Informatics  
Divine Word University**

**Guide for authors**



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## **1. Introduction**

This document describes the types of articles which can be submitted for publication in this Journal. It also describes the guidelines authors need to follow when writing and reviewing their papers before submission to the Journal.

## **2. Electronic Journal of Informatics**

The Electronic Journal (E-Journal) of Informatics provides a platform for academic staff and students (current and past) of the Faculty of Business and Informatics (FBI) to publish their work. The Journal is open for articles in the areas including business and management, information and communications technology, mathematics and computing science, and tourism and hospitality.

The Journal has an ISSN (2706-8579) from The International Centre for the Registration of Serial Publications (CIEPS – ISSN International Centre), located in Paris 75003 (France), 45 rue de Turbigo.

The Coordinator of the Journal is responsible for administering the Journal's website with assistance from the EO and Information Technology and Communication (ICT) division of the Divine Word University (DWU).

## **3. Types of articles**

The following types of articles can be submitted for publication in this Journal.

### ***Research article***

A research article is usually based on a study and will have a methodology section that describes how the study was conducted, results, discussion and conclusion.

### ***Review article***

A review article synthesizes and summarises the main concepts or themes from results and conclusions about a particular topic/area from multiple research studies. A review article usually does not have a methodology section, and generally has an extensive list of references.

### ***Theoretical article***

A theoretical article contributes to the theoretical foundations of a field of study. In a theoretical article, the author will draw from existing research studies to develop a new theory, modify an existing theory or explore theories in new ways.

### ***Methodological article***

A methodological article describes a new method or approach or offers a better explanation of an existing method or approach.

### ***Conceptual article***

A conceptual article presents an original concept without presenting original data. It synthesizes knowledge from previous work on a particular topic and presents it in a new context to provide a foundation for new research that will fill knowledge gaps. Conceptual articles should not follow the status quo but show how moving beyond the current norm will enhance knowledge.

### **Technical article**

A technical article usually describes, evaluates or explains how to use a certain technology, products, processes or services. It also describes a procedure, technique, workflow or organisational issue (e.g. human resources management issue).

### **Demonstration article**

A demonstration article describes how to build something or how to write a program, in a particular context, for a particular organisation, or bounded group, or case. For example, an author may be approached to make an intervention such as design a website or build a mobile application, or some other action-oriented intervention, which is implemented in the real world.

### **Research note**

A research note outlines a preliminary study and describes unexpected and perhaps unexplained observations or lab protocols that can be presented in a short report with a few illustrations (figures/tables), or even a single figure.

### **Book review**

A book review provides a summary of a newly published book, which can lead to the discovery of new sources to investigate.

### **Editorial**

An editorial summarises the content included in a specific issue of a journal, which leads to the discovery of new sources to investigate.

## **4. Guidelines**

Prepare your manuscript before submission, using the following guidelines and requirements.

<b>Item</b>	<b>Description</b>
<b>Title</b>	A title of not more than fifteen words should be provided. The font face must be Times New Romans and size 14 with bold formatting.
<b>Author</b>	All contributing authors' full names should appear below the title of the article, right-aligned. The font face must be Times New Roman and size 14 without bold formatting.
<b>Abstract</b>	Authors must provide an abstract. <ul style="list-style-type: none"><li>• Purpose or objectives (mandatory)</li><li>• Design/methodology/approach (if applicable)</li><li>• Findings (if applicable)</li><li>• Research limitations/implications (if applicable)</li><li>• Originality/value (if applicable)</li></ul> The abstract should have no-more-than 150 words. Authors should avoid the use of personal pronouns within the abstract and body of the paper (e.g. "this paper investigates..." is correct; "I investigate..." is incorrect). Authors should be conservative in their writing.
<b>Keywords</b>	Authors should provide appropriate and short keywords that are used in the paper. There should be no-more-than 15 words.
<b>Structure/</b>	The paper must have an introduction, body and conclusion. The

<b>content</b>	introduction should introduce the title, purpose or objectives and the main points of the paper. The body should discuss the content of the paper, organized using headings and subheadings. The body can include figures, tables and footnotes. The conclusion should summarise the main discussion points and show that the objectives have been met.
<b>Headings</b>	Headings must be concise, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in bold and italic.
<b>Footnotes/ endnotes</b>	Footnotes/endnotes should be used only if necessary and must be identified in the text by consecutive numbers.
<b>Figures</b>	All figures (charts, graphics, diagrams, drawings, screenshots and images) should be of high quality, readable. They should be centred, numbered consecutively and referred to in the text. The captions of the figures should appear below the figure. The font face should be Times New Roman and size 10. The starting part of the caption, "Figure xxx:" should be in bold. Images should only be used if necessary as they can increase the size of the paper.
<b>Tables</b>	All tables should be centred, numbered consecutively and referred to in the text. Preferably, tables should be created in Word or Excel rather than other applications and copied as images. The captions of the tables should appear above the table. The font face should be Times New Roman and size 10. The starting part of the caption, "Table xxx:" should be in bold.
<b>References</b>	All references must use the APA style.
<b>Acknowledgement</b>	The acknowledgement (if applicable) should have 50 – 75 words.
<b>Biography</b>	A no-more-than 100 words biographical note should accompany the article. The email address (es) of the author(s) should be included. The full name of each author must be included as they appear below the article title.
<b>Format</b>	Article files should be provided in Microsoft Word format, with fixed margins on A4 pages. The font face must be Times New Romans and size 12. Paragraphs should have 1.5 line spacing and alignment justified. The Chief editor will insert numbering and header. See recently published research articles as examples for the general layout.
<b>Length</b>	Articles should be 3000 – 6000 words in length including the abstract and references. Research note, book review and editorial should be 900 – 1500 words.

Note that the maximum upload size onto the server is 1MB. The paper, when converted to pdf should be less than 1MB. Further, thoroughly review your paper and have someone to review as well before submission.

## 5. References

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