

Manuscript formatting requirements

File Format

An Article file should be provided in Microsoft Word format. PDF as a sole file type is not accepted.

Article Length

Articles should be between 8,000 - 10,000 words in length. This includes all text, including references and appendices. Please allow up to 400 words for each figure or table.

Article Title

A title of not more than ten (10) words should be provided.

Author details

All contributing authors' names should be added to the corresponded Journal web-page, and their names arranged in the correct order for publication.

- Correct email addresses should be supplied for each author in their separate author box (on the web-page).
- The full name of each author must be presented in the exact format they should appear for publication, including or excluding any middle names or initials as required.
- The affiliation of each contributing author should be correct. The affiliation listed should be where they were based at the time that the research for the paper was conducted.

Biographies and acknowledgements

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.

Research funding

Authors must declare (if applicable) 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.

Structured Abstract

Authors must supply a structured abstract in their submission, which indicatively includes the following points:

- Purpose (mandatory)
- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical implications (if applicable)
- Social implications (if applicable)
- Originality/value (mandatory)

The length of the structured abstract should not exceed 250 words in total (including keywords and article classification, see below).

Keywords

Authors should provide appropriate and short keywords in the web-site submission that encapsulate the principal topics of the paper. The maximum number of keywords is 5.

Authors should also provide the same keywords in the manuscript, below the abstract, in the following way:

Keywords: ..., ..., ...

Article Classification

Authors should classify their paper by using the following types, choosing one that most closely describes their paper (see the detailed description of each type here):

- Research paper
- Opinion paper
- Technical paper
- Conceptual paper
- Case study
- Literature review
- Book review
- Letter
- Policy Brief

Paper type: ...

FORMATTING

Title

All words in the title, except the first word and proper nouns, are lowercase. The text size is 12 pt, bold, aligned in center.

Headings

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. All words in Headings/Sub-headings, except the first word and proper nouns, are lowercase. The preferred format is

| | | |
|-------------------------|---|-----------------------------|
| First level headings | 1. Heading 2. Heading ... | 12 pt, bold, aligned left |
| Subsequent sub-headings | <i>4.1. Sub-heading</i> <i>4.2. Sub-heading</i> ... | 12 pt, italic, aligned left |
| Subsequent sub-headings | <i>4.1.1. Sub-heading</i> <i>4.1.2. Sub-heading</i> ... | 12 pt, italic, aligned left |

Notes/Endnotes

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

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be of high quality, and legible.

All Figures may be submitted as separate files to the main body of the article, (as Supporting Files on the web-site); one figure corresponds to one (supporting) file or is added to the manuscript file (inside of the body text).

Authors should decide whether to submit all Figures as separate files or inside of the manuscript file. No third option is possible.

If Figures are submitted as separate files:

- The position of each Figure should be clearly labelled in the body text of the manuscript with corresponding labels being clearly shown in the separate file. For example:

Figure 1. Caption + Name of the separate file of a corresponding figure

- Figures should be provided in one of the following formats: *.tif, *.jpeg, or *.bmp, at least 10cm wide.

If Figures are included in the body text, captions should be placed below each Figure, aligned in center and formatted in the following way:

Figure 1. Caption title.

Figure 2. Caption title.

...

A caption should comprise a brief title (not on the figure itself) and a description of the Figure. Keep text in the figures themselves to a minimum but explain all symbols and abbreviations used.

Each figure should be aligned in center.

Tables

Tables are submitted as editable text and not as images. Tables can be placed either next to the relevant text in the body text, or on separate page(s) at the end as an Annex.

Any superscripts or asterisks are shown next to the relevant items in a table have corresponding explanations displayed below the table. The text font size is 10 pt, aligned left.

Tables are numbered consecutively, in accordance with their appearance in the body text. A caption of a table is formatted in the following way:

Table I. Caption title.

Table II. Caption title.

...

A Captions is placed above a table, aligned left, 12 pt.

Columns and Rows of tables are formatted in the following way:

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A table as an object is aligned in center.

Overall formatting of the body text, apart from headings, sub-headings, title.

The body text is aligned 'justify', Times New Roman, 12 pt, line spacing 1.5. The 'Continuous Line Numbers' tool is applied to the whole document, in other words, the Title should be placed on the Line #1.

Each section (new section starts with new Heading) is separated from the previous one by an empty line.

References

References to other publications must be carefully checked for accuracy, completeness, and consistency.

References should be formatted in the **Harvard** citation style.

Formatting of "In-text citations":

Quoting directly:

The CEO stated clearly that co-op students "needed manager's permission to access the company's data warehouse" (Smith 2010, p.15).

Quoting indirectly:

Single author

Smith (2010) reported that 20% of Canadians have a language other than English or French as their mother tongue.

It has been found that Canadians drink 7 cups of coffee a week on average (Susan 2010).

Two authors

The study went on to show a difference between these MBA programs (Smith & Susan 2009).

Three and more authors

Recent research shows that university students report that Facebook is the number one distraction from study time (Graham et al. 2010).

Map

Example: Map of Lake District National Park, Cumbria, United Kingdom (2014)

At the end of the paper a reference list in alphabetical order and formatted in the **Harvard** citation style should be supplied:

| | |
|------------------------|---|
| Books | <p>Surname, Initials., year, <i>Title of Book</i>. Edition (only include the edition number if it is not the first edition). City published, Publisher.</p> <p>Singe author</p> <p>Dahl, R., 2004, <i>Charlie and the chocolate factory</i>. 6th ed. New York, Knopf.</p> <p>Two authors</p> <p>Laudon, K.C. & Laudon, J.P., 2003, <i>Essentials of management information systems: Managing the digital firm</i>. Prentice Hall, Upper Saddle River, N.J.</p> <p>Three and more authors</p> <p>Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. & Gardener, J., 1999, <i>Business management for the new era</i>. Wyland Publishing, Adelaide.</p> <p>Note: All of the authors should be included in the reference list.</p> <p>Book Editor</p> <p>Shaw, M.J. (ed.), 2003, <i>E-business management: Integration of Web technologies with business models</i>. Kluwer Academic, London.</p> |
| Book chapter | <p>Surname, Initials., year, "Chapter title", Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages.</p> <p>e.g.</p> <p>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.</p> |
| Journal article | <p>Surname, Initials., year, "Title of article", Journal Name, volume issue, pages.</p> <p>e.g.</p> <p>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.</p> <p>Segon, M. and Booth, C., 2011, "Bribery: what do Australian managers know and what do they do?", <i>Journal of Business Systems, Governance and Ethics</i>, Vol. 6, No. 3, pp. 15-29. Available from: http://jbsge.vu.edu.au/article/view/206 [29 September 2015].</p> |

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| <p>Published conference proceedings</p> | <p>Surname, Initials., year of publication, "Title of paper", in Surname, Initials (ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, Page numbers.</p> <p>e.g. Eidenberger, H., Breiteneder, C. and Hitz, M., 2002, "A Framework for Visual Information Retrieval, in S-K. Chang, Z. Chen & S-Y. Lee (eds.), Recent advances in visual information systems: 5th International conference, VISUAL 2002 proceedings, Hsin Chu, Taiwan, March 11-13, 2002, pp. 105-116.</p> |
| <p>Unpublished conference proceedings</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. Fitzsimmons, D., 2005, "Who chooses who belongs: Tactics and strategies and migrant literature", paper presented at the AULLA & FILLM conference, James Cook University, Cairns, 15-19th July.</p> |
| <p>Working papers</p> | <p>Surname, Initials., year, "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>e.g. Malter, D., 2014, "Eclipsed and Confounded Identities: When High-Status Affiliations Impede Organizational Growth", working paper No. 15-019, Harvard Business School Strategy Unit, Available at http://dx.doi.org/10.2139/ssrn.2505184 [10 February 2015].</p> |
| <p>Encyclopedia entry</p> | <p>Title of Encyclopedia, year, "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.</p> <p>e.g. Encyclopaedia Britannica, 1926, "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.</p> <p>Karlof, B., 2002, "Benchmarking", in H. Bidgoli (ed.), Encyclopedia of information systems, Vol. 1, Academic Press, New York, pp. 65-80.</p> |
| <p>Theses and Reports</p> | <p>Rouse, A.C., 2002, "Information technology outsourcing revisited: success factors and risks", PhD thesis, Dept. of Information Systems, University of Melbourne.</p> |
| <p>Newspaper articles (authored)</p> | <p>Surname, Initials., year, "Article title", Newspaper, date, pages.</p> <p>e.g. Barker, G., 2004, "\$54m Deal To Heat Up Broadband War", The Age, Business, 24 February, p. 2.</p> |
| <p>Newspaper articles (non-authored)</p> | <p>Newspaper, year, "Article title", date, pages.</p> <p>e.g. Fiji Times, 2007, "Fiji imports white sugar", 6 June, p. 2.</p> |
| <p>Newspaper online</p> | <p>Swami, N. 9 September 2013. Miss World goes on despite protests. <i>Fiji Times</i>, Available at: http://www.fijitimes.com/story.aspx?id=245039 [11 September</p> |

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| | 2013]. |
| Electronic sources | Castle, B. (2005), "Introduction to web services for remote portlets", Available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/ [12 November 2007]. |
| Online map from the web (user defined) | Map of Lake District National Park, Cumbria, United Kingdom. (2014). [online]. Google Maps. https://www.google.co.uk/mapmaker?ll=54.475624,-3.080292&spn=0.607242,1.054687&z=10&q=lake+district&utm_source=mapseditbutton_normal&gw=30&lyt=large_map_v3 |
| Article title in a non-English language | |
| Latin-based script | |
| Examples: | Thurfjell, W., 1975, "Vart har våran doktor tagit vägen? [Where has our doctor gone?] " <i>Läkartidningen</i> 72, p. 789. (In Swedish). |
| | Ising, M., 2000, " Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in eventrelated EEG potentials: Are impulsive individuals augmenters or reducers?]" . <i>Zeitschrift für differentielle und diagnostische Psychologie</i> , 21, pp. 208-217. (In German). |
| non-Latin script | |
| When referencing foreign language material where the information is written using another alphabet, please transliterate (not translate) the details into the English alphabet. <i>Example of the transliteration tool:</i> https://www.textmagic.com/free-tools/text-transliteration-tool | |
| | Author(s), year, "Title in original language (transliterated) [Title translated into English]." Publication name in original language (transliterated) [Publication name translated into English]. Volume/issue/page information (according to type of publication). [In 'language']. |
| Example: | Krenke, A.N. and Khodakov, V.G., 1966, "O svyasi povercknostnogo tayaniya lednikov s temperaturoy vozdukha [On the relationship between melt of glaciers and air temperature]." <i>Materialy Glyatsiologicheskikh Issledovaniy [Data of Glaciological Studies]</i> , 12, pp. 153–163. [In Russian]. |