

## AUTHOR GUIDELINES FOR PREPARATION OF MANUSCRIPT FOR 3<sup>rd</sup> ICAQHE 2010

1. A brief **autobiographical note of each author** should be supplied including:
  - Full name
  - Affiliation
  - E-mail address
  - Full international contact details
  - Brief professional biography.

This information should be provided on a separate sheet and authors should not be identified anywhere else in the article.

2. Authors must supply a **structured abstract** set out under 4-7 following sub-headings:
  - Purpose (mandatory)
  - Design/methodology/approach (mandatory)
  - Findings (mandatory)
  - Research limitations/implications (if applicable)
  - Practical implications (if applicable)
  - Social implications (if applicable)
  - Originality/value (mandatory).
3. Please provide up to six **keywords** which encapsulate the principal topics of the paper.
4. Categorize your paper under one of these **classifications**:
  - Research paper
  - Viewpoint
  - Technical paper
  - Conceptual paper
  - Case study
  - Literature review
  - General review.
5. **Headings** must be short, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.
6. **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.
7. Each **Figure** should be supplied separately (i.e. not within the article itself). All **Figures** (charts, diagrams and line drawings) should be of clear quality, in black and white and numbered consecutively.
8. Figures created in **MS Word, MS PowerPoint, MS Excel, Illustrator** and **Freehand** should be saved 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 a MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported.

For figures which cannot be supplied in MS Word, acceptable standard image formats are: **.pdf**, **.ai**, **.wmf** and **.eps**. If you are unable to supply graphics in these formats then please ensure they are **.tif**, **.jpeg (.jpg)**, or **.bmp** at a resolution of at least 300dpi and at least 10cm wide.

To prepare 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".)

9. In the text of the paper the preferred position of all tables and figures should be indicated by typing on a separate line the words "Take in Figure (No.)".
10. **Tables** should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables and figures. 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.
11. **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 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 (Ed.), *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 published conference proceedings*: 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. e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.
- *For unpublished conference proceedings*: 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). e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June,

Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wksar.pdf> (accessed 20 February 2007).

- *For working papers*: Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.  
e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
- *For encyclopedia entries (with no author or editor)*: *Title of Encyclopedia* (year) "Title of entry", volume, edition, *Title of Encyclopedia*, Publisher, Place of publication, pages.  
e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For authored entries please refer to book chapter guidelines above.)
- *For newspaper articles (authored)*: Surname, Initials (year), "Article title", *Newspaper*, date, pages.  
e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.
- *For newspaper articles (non-authored)*: *Newspaper* (year), "Article title", date, pages.  
e.g. *Daily News* (2008), "Small change", 2 February, p. 7.
- *For electronic sources*: if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.  
e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).