

## Manuscript requirements – Style Guide

Please prepare your manuscript before submission, using the following guidelines:

Format	All files should be submitted as a Word document
Article Length	Articles should be a maximum of 10000 words in length. This includes all text including references and appendices.
Article Title Page	An Article Title Page should be submitted alongside each individual article. This should include:  Article Title  Author Details (see below)  Acknowledgements  Abstract  Keywords (see below)
Author Details	Details supplied on the Article Title Page should include:  Full name of each author  Affiliation of each author, at time research was completed  Where more than one author has contributed to the article, details of who should be contacted for correspondence  E-mail address of the corresponding author
Abstract	Abstract should be no longer than 150 words in total
Keywords	Please provide up to 8 keywords on the Article Title Page, which reflect the key aspects of the research article

Headings	<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 14 point font and subsequent sub-headings to be presented in bold 12 point font. Further headings at any level below should be provided in italics 12 point font.</p> <p>Example:</p> <p><b>Introduction</b></p> <p><b>Introduction</b></p> <p><i>Introduction</i></p> <p>Please refrain from using numbered headings throughout the article.</p>
Notes/Endnotes	<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 before the reference list.</p>
Research Funding	<p>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.</p>
Figures	<p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be embedded in the article.</p> <p>All Figures should be of high quality, legible and numbered consecutively with numerals. Graphics may be supplied in color to facilitate their appearance on the online database.</p>

Tables	<p>Tables should be typed and included in the main body of the article. The position of each table should be clearly labeled in the body text of the article.</p> <p>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.</p>
References	<p>References to other publications must be in <u>Harvard</u> 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.</p> <p>You should cite publications in the text: (Simpson, 2012) using the first named author's name or (Simpson and MacAdam, 2012) citing both names of two authors, or (Simpson <i>et al.</i>, 2012), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:</p>
For books	<p>Surname, Initials (year), <i>Title of Book</i>, Publisher, Place of publication.</p> <p>Vroom, V.H. (1964), <i>Work and Motivation</i>, Wiley, New York, NY.</p>
For book chapters	<p>Surname, Initials (year), "Chapter title", Editor's Surname, Initials, <i>Title of Book</i>, Publisher, Place of publication, pages.</p> <p>Locke, E.A. (1976), "The nature and causes of job satisfaction", in Dunnette, M.D. (Ed.), <i>Handbook of Industrial and Organizational Psychology</i>, Rand McNally, Chicago, Ill, pp. 1297-1343.</p>
For journals	<p>Surname, Initials (year), "Title of article", <i>Journal Name</i>, volume, number, pages.</p> <p>Inkpen, A. and Beamish, P. (1997), "Knowledge, bargaining power, and</p>

	<p>the instability of international joint ventures", <i>Academy of Management Review</i>, Vol. 22 No. 1, pp. 177-202.</p> <p>Ghuri, P.N., Cave, A.H. and Park, B.I. (2013), "The impact of foreign parent control mechanisms upon measurements of performance in IJVs in South Korea", <i>Critical Perspectives on International Business</i>, Vol. 9 No. 3, pp. 251-270.</p>
<p>For published conference proceedings</p>	<p>Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i>, Publisher, Place of publication, Page numbers.</p> <p>Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i>, Springer-Verlag, Vienna, pp. 12-32.</p>
<p>For 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>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: <a href="http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf">http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf</a> (accessed 20 February 2007).</p>
<p>For working papers</p>	<p>Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>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.</p>

<p>For encyclopedia entries (with no author or editor)</p>	<p><i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.</p> <p><i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.</p> <p>(For authored entries please refer to book chapter guidelines above)</p>
<p>For newspaper articles (authored)</p>	<p>Surname, Initials (year), "Article title", <i>Newspaper</i>, date, pages.</p> <p>Smith, A. (2008), "Money for old rope", <i>Daily News</i>, 21 January, pp. 1, 3-4.</p>
<p>For newspaper articles (non-authored)</p>	<p><i>Newspaper</i> (year), "Article title", date, pages.</p> <p><i>Daily News</i> (2008), "Small change", 2 February, p. 7.</p>
<p>For electronic sources</p>	<p>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.</p> <p>Castle, B. (2005), "Introduction to web services for remote portlets", available at: <a href="http://www-128.ibm.com/developerworks/library/ws-wsrp/">http://www-128.ibm.com/developerworks/library/ws-wsrp/</a> (accessed 12 November 2007).</p> <p>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).</p>