

MANUSCRIPT GUIDELINES

Before you submit your manuscript, it's important you read and follow the guidelines below. You will also find some useful tips in our structure your journal submission how-to guide.

Format	Article files should be provided in Microsoft Word format.
Article length / word count	<p>Articles should preferably be between 5500 and 7500 words in length. This includes all text, for example, the structured abstract, references, all text in tables, and figures and appendices.</p> <p>Please allow 280 words for each figure or table.</p>
Article title	A concisely worded title should be provided in capital letter
Author details	<p>The names of all contributing authors should be added in the following details:</p> <ul style="list-style-type: none"> • Author email address (institutional preferred). • Author name. We will reproduce it exactly, so any middle names and/or initials they want featured must be included. • Author affiliation. This should be where they were based when the research for the paper was conducted. • ORCID id: shows the author's identification <p>In multi-authored papers, it's important that ALL authors that have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgements section. You should never include people who have not contributed to the paper or who don't want to be associated with the research. This is not a part of our research ethics for authorship.</p>
Biographies and acknowledgements	If you want to include these items, save them in a separate Microsoft Word document and upload the file with your submission. Where they are included, a brief professional biography of not more than 100 words may be supplied for each named author.
Research funding	Your article must reference all sources of external research funding in the acknowledgements section. You should describe the role of the financier or financial sponsor in the entire research process, from study design to submission.
Structured	All submissions must include a structured abstract, following the

<p>abstract</p>	<p>format outlined below.</p> <p>These four sub-headings and their accompanying explanations must always be included:</p> <ul style="list-style-type: none"> • Background & Purpose • Methodology Design • Results • Originality <p>The following three sub-headings are optional and can be included, if applicable:</p> <ul style="list-style-type: none"> • Implications: Research/ Social/ Practical • Limitation of study <p>You can find some useful tips in our write an article abstract how-to guide.</p> <p>The maximum length of your abstract should be 300 words in total; including keywords and article JEL classification (see the sections below).</p>
<p>Keywords</p>	<p>Your submission should include up to 6 appropriate and short keywords that capture the principal topics of the paper.</p> <p>Please note, while we will always try to use the keywords you've suggested, the in-house editorial team may replace some of them with matching terms to ensure consistency across publications and improve your article's visibility.</p>
<p>JEL Classification</p>	<p>Your submission should include JEL Classification that will highlight the area research that your paper belongs to and will help in searching your paper at different web-portals.</p>
<p>Article classification</p>	<p>During the submission process, you will be asked to select a type for your paper; the options are listed below. If you don't see an exact match, please choose the best fit:</p> <ul style="list-style-type: none"> • Research Paper • Practitioner Paper • Conceptual Paper • Practitioner Interview • Invited Paper



	<p>You will also be asked to select a category for your paper. The options for this are listed below. If you don't see an exact match, please choose the best fit:</p> <p>Research paper. Reports on any type of research undertaken by the author(s), including:</p> <ul style="list-style-type: none"> • The construction or testing of a model or framework • Action research • Testing of data, market research or surveys • Empirical, scientific or clinical research • Papers with a practical focus <p>Viewpoint. Covers any paper where content is dependent on the author's opinion and interpretation. This includes journalistic and magazine-style pieces.</p> <p>Technical paper. Describes and evaluates technical products, processes or services.</p> <p>Conceptual paper. Focuses on developing hypotheses and is usually discursive. Covers philosophical discussions and comparative studies of other authors' work and thinking.</p> <p>Case study. Describes actual interventions or experiences within organizations. It can be subjective and doesn't generally report on research. Also covers a description of a legal case or a hypothetical case study used as a teaching exercise.</p> <p>Literature review. This category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular field. It could be a selective bibliography providing advice on information sources, or the paper may aim to cover the main contributors to the development of a topic and explore their different views.</p> <p>General review. Provides an overview or historical examination of some concept, technique or phenomenon. Papers are likely to be more descriptive or instructional ('how to' papers) than discursive.</p>
Headings	Headings must be concise, with a clear indication of the required hierarchy.



	The preferred format is 12 fonts for first level headings to be in bold and subsequent sub-headings to be in medium italics.
Notes/endnotes	Notes or endnotes should only be used if absolutely necessary. They should be identified in the text by consecutive numbers enclosed in square brackets. These numbers should then be listed, and explained, at the end of the article.
Figures	<p>All figures (charts, diagrams, line drawings, webpages/screenshots, and photographic images) should be submitted electronically. Both colour and black and white files are accepted.</p> <p>There are a few other important points to note:</p> <ul style="list-style-type: none"> • All figures should be supplied at the highest resolution/quality possible with numbers and text clearly legible. • Acceptable formats are .ai, .eps, .jpeg, .bmp, and .tif. • Electronic figures created in other applications should be supplied in their original formats and should also be either copied and pasted into a blank MS Word document, or submitted as a PDF file. • All figures should be numbered consecutively with Arabic numerals and have clear captions. • All photographs should be numbered as Plate 1, 2, 3, etc. and have clear captions.
Tables	<p>Tables should be typed and submitted in a separate file to the main body of the article. The position of each table should be clearly labelled in the main body of the article with corresponding labels clearly shown in the table file. Tables should be numbered consecutively in Roman numerals (e.g. I, II, etc.).</p> <p>Give each table a brief title. Ensure that any superscripts or asterisks are shown next to the relevant items and have explanations displayed as footnotes to the table, figure or plate.</p>
References	The APA guidelines specify using sentence-style capitalization for the titles of books or articles, so you should capitalize only the first word of a title and subtitle. The exceptions to this rule would be periodical titles and proper names in a title which should still be capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized.

If there is more than one author, use an ampersand (&) before the name of the last author. If there are more than six authors, list only the first one and use *et al.* for the rest.

Place the date of publication in parentheses immediately after the name of the author. Place a period after the closing parenthesis. Do not italicize, underline, or put quotes around the titles of shorter works within longer works.

Format Examples

Books

Format:

Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing company.

Examples:

Allen, T. (1974). *Vanishing wildlife of North America*. Washington, D.C.: National Geographic Society.

Boorstin, D. (1992). *The creators: A history of the heroes of the imagination*. New York: Random House.

Nicol, A. M., & Pexman, P. M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

Searles, B., & Last, M. (1979). *A reader's guide to science fiction*. New York: Facts on File, Inc.

Toomer, J. (1988). *Cane*. Ed. Darwin T. Turner. New York: Norton.

Encyclopedia & Dictionary

Format:

Author's last name, first initial. (Date). Title of Article. *Title of Encyclopedia* (Volume, pages). City of publication: Publishing company.

Examples:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia*



britannica (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Pettingill, O. S., Jr. (1980). Falcon and Falconry. *World book encyclopedia*. (pp. 150-155). Chicago: World Book.

Tobias, R. (1991). Thurber, James. *Encyclopedia americana*. (p. 600). New York: Scholastic Library Publishing.

Magazine & Newspaper Articles

Format:

Author's last name, first initial. (Publication date). Article title. *Periodical title, volume number*(*issue number if available*), inclusive pages.

Note: Do not enclose the title in quotation marks. Put a period after the title. If a periodical includes a volume number, italicize it and then give the page range (in regular type) without "pp." If the periodical does not use volume numbers, as in newspapers, use *p.* or *pp.* for page numbers.

Note: Unlike other periodicals, *p.* or *pp.* precedes page numbers for a newspaper reference in APA style.

Examples:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Kalette, D. (1986, July 21). California town counts town to big quake. *USA Today*, 9, p. A1.

Kanfer, S. (1986, July 21). Heard any good books lately? *Time*, 113, 71-72.

Trillin, C. (1993, February 15). Culture shopping. *New Yorker*, pp.

48-51.

Website or Webpage

Format:

Online periodical:

Author's name. (Date of publication). Title of article. *Title of Periodical*, volume number, Retrieved month day, year, from full URL

Online document:

Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

Note: When citing Internet sources, refer to the specific website document. If a document is undated, use "n.d." (for no date) immediately after the document title. Break a lengthy URL that goes to another line after a slash or before a period. Continually check your references to online documents. There is no period following a URL.

Note: If you cannot find some of this information, cite what is available.

Examples:

Devitt, T. (2001, August 2). Lightning injures four at music festival. *The Why? Files*. Retrieved January 23, 2002, from <http://whyfiles.org/137lightning/index.html>

Dove, R. (1998). Lady freedom among us. *The Electronic Text Center*. Retrieved June 19, 1998, from Alderman Library, University of Virginia website: <http://etext.lib.virginia.edu/subjects/afam.html>

Note: If a document is contained within a large and complex website (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from



<http://journals.apa.org/prevention/volume3/pre0030001a.html>

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Health Canada. (2002, February). *The safety of genetically modified food crops*. Retrieved March 22, 2005, from http://www.hc-sc.gc.ca/english/protection/biologics_genetics/gen_mod_foods/genm_odebk.html

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>