

CHAPTER ORGANIZATION & SUBMISSION GUIDELINES

For consistency of publication, please adhere to the following guidelines when preparing your chapter:

√ **Abstract**

As a contribution to a scholarly publication, your chapter should include an abstract, consisting of 100-150 words, that provides your readers with an overview of the content of your chapter. It is important that your abstract clearly states the purpose of your chapter and summarizes the content.

√ **Introduction**

Describe the general perspective of this chapter. Toward the end, specifically state the objectives of the chapter.

√ **Background**

Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.

√ **Main Focus of the Chapter**

Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done as it relates to your specific topic and the main theme of the book. Also, you may discuss solutions and recommendations in dealing with the issues, controversies, or problems presented in the preceding section.

√ **Future Trends**

Discuss future and emerging trends. Provide insight about the future of the book's theme from the perspective of your topic. Viability of a paradigm, model, implementation issues of proposed programs, etc., may be included in this section. If appropriate, suggest future research opportunities within the domain of the topic.

√ **Conclusion**

Provide discussion of the overall coverage of the topic in your chapter and concluding remarks.

√ **References**

Your chapter should be fully referenced and all discussions and arguments must be supported by current published research in scholarly publications. Although there is no magic "adequate number of references," your paper should be supported by at least 15-20 fully documented references.

√ **Key Terms and Their Definitions**

You are required to provide 7-10 terms related to the topic of your chapter and provide clear and concise definitions of each term. Place your terms and their definitions at the end of the chapter after the references section of your chapter.

√ **Style**

Submitted chapters **must** be written in the APA (American Psychological Association) editorial style. References should relate only to material cited within the chapter and be listed in alphabetical order, including the author's name, complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. Please do not include any abbreviations. Please see the following examples:

One author:

Author, A. A. (1994). *Title of work*. Location/City, State: Publisher.

Two authors:

Author, A. A., & Author, B. B. (1994). *Title of work*. Location/City, State: Publisher.

More than two authors:

Author, A. A., Author, B. B., & Author, C. C. (1994). *Title of work*. Location/City, State: Publisher.

Journal chapter:

Sawyer, S., & Tapia, A. (2005). The sociotechnical nature of mobile computing work: Evidence from a study of policing in the United States. *International Journal of Technology and Human Interaction*, 1(3), 1-14.

Instance of publication in press:

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research*.

Edited book:

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships*. Hershey, PA: IRM Press.

Chapter in an edited book:

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Hershey, PA: Information Science Publishing.

Report from a university:

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Published proceedings:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

Unpublished doctoral dissertation or master's thesis:

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

Paper presented at ... :

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Web site:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/chapters.html>

When using the source in the text, state the author's name and year of publication. Please see the following examples:

Example 1: In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 2001).

Example 2: Brown (2003) states that the value of data is recognized by most organizations.

When quoting another author's work, the author's name, the date of publication, and the **page(s)** on which the quotation appears in the original text should follow the direct quote:

Example 1: Brown (2002) states that "the value of data is realized by most organizations" (p. 45).

Example 2: "In most organizations, data resources are considered to be a major organization asset" (Smith, 2003, pp. 35-36) and must be carefully monitored by the senior management.

For further information concerning the APA style, consult your library or contact: Order Department, American Psychological Association, P.O. Box 92984, Washington, DC 20090-2984 or www.apastyle.org, for a copy of the Publication Manual of the American Psychological Association – 5th edition for APA style. You may also find it helpful to consult the following Web sites:

<http://www.apastyle.org/faqs.html>

<http://www.apastyle.org/previoustips.html>

√ ***Details to keep in mind:***

- Make sure that *complete editing of the chapter is conducted to ensure proper English language usage, grammatical structure, spelling and punctuation*. Attention to these details will contribute to clear, concise communication of your ideas. If necessary, please obtain the assistance of a professional copyeditor.
- LaTeX files **cannot** be accepted because they are not compatible with IGI Global's typesetting program.
- Only **ORIGINAL** chapters will be accepted for publication in IGI Global books. **Upon acceptance of your chapter, you will be required to sign a warranty that the CHAPTER IS ORIGINAL AND HAS NOT BEEN SUBMITTED FOR PUBLICATION OR PUBLISHED ELSEWHERE.**
- **NOTE:** It is your responsibility to obtain written permission to include any copyrighted materials in your chapter. The publisher of the book requires a copy of the written permission submitted with the final version of the chapter. In addition, all trademark use within the manuscript *must* be credited to its owner or written permission to use the name must be granted.

ALL MATERIALS SHOULD BE SENT TO THE EDITOR.

All chapter submissions should be sent to:

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