

GUIDE FOR AUTHORS

Contact Details

Manuscripts being submitted for publication consideration should be sent to <https://www.easychair.org/conferences/?conf=mid2012>.

Please note: Your manuscript should be between **6000-10000 words** long (excluding references and appendix) in order to be considered for publication.

BEFORE YOU BEGIN

Submission declaration and verification

The submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), it is not under consideration for publication elsewhere, and its publication has been approved by all authors and by the responsible authorities where the work was carried out. If accepted, it will not be published elsewhere in the same form, paper or electronic, in English or in any other language, without the written consent of the copyright-holder.

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Language

Please write your text in good **English** (American or British usage is accepted, but not a mixture of them).

PREPARATION

Use of wordprocessing software

It is important that the file is saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced while processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. Do **not** use bold, italics and underline.

When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your wordprocessor.

Subdivision - numbered sections Divide your article into clearly defined and numbered sections (no further than three levels). Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Results Results should be clear and concise.

Conclusions The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices If there is more than one appendix, they should be identified as 1, 2, etc. Formulae and equations in appendices should be given separate numbering: Eq. (1.1), Eq. (1.2), etc.; in a subsequent appendix, Eq. (1.1) and so on. Similarly for tables and figures: Table 1.1; Fig. 1.1, etc.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.

- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Telephone number(s) (with country and area code) need to be provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.**

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the main results and major conclusions. An abstract is often presented separate from the article, so it has to be able to stand alone. For this reason, References should be avoided, but if essential, they must be cited in full, without reference to the reference list. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

JEL Classification System

Immediately after the keywords, provide a JEL Classification System code(s) that best describes your manuscript (up to three codes can be used). You are referred to the Journal of Economic Literature Classification System at http://www.aeaweb.org/jel/jel_class_system.php.

Footnotes

Do **not** use footnotes or endnotes, even if necessary.

Artwork

Electronic Artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as 'graphics' or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Provide captions to illustrations separately.
- Provide clear images near to the desired size of the printed version (It is recommended you do a print check – print the image – before sending the material).
- Place the Figure directly into the text file where you want it to appear.

Please do not:

- Supply illustrations that are optimised for screen use (e.g., GIF, BMP, PICT, WPG) because the resolution is too low;
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- Submit graphics that are disproportionately large for the content.

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should contain a brief title (**not** on the figure itself) and a description of the illustration. Keep the text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Number tables consecutively in accordance with their appearance in the text. Be sparing in the use of tables and ensure that the data presented do not duplicate results described elsewhere in the article. Place each table directly in the text document where you want it to appear.

References

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication.

Reference Style Citations in the text should follow the referencing style used by the **American Psychological Association (APA)**. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be ordered from <http://www.apa.org/books/4200066.html> or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.

List: references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication: Kaplan, R.S. & Norton, D.P. (2004) How strategy maps frame an organization's objectives, *Financial Executive*, vol. 20, no. 2: 40-45

Reference to a book: Kaplan, R.S. & Norton, D.P. (2001) *The Strategy-Focused Organization: How Balanced Scorecard Companies Thrive in the New Business Environment*, Harvard Business School Press, Boston

Reference to a chapter in an edited book: Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details on any item.

Ensure that the following items are present:

One Author designated as corresponding Author:

- E-mail address
- Full postal address
- Telephone number(s)

Further considerations

- Manuscript has been "spell-checked" and "grammar-checked"
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa