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All volume editors should submit sample chapter files by email at least 4 to 6 months before submitting the full manuscript. Sample files must contain examples of all elements and special coding that will appear in the text, such as italics, bold, superscript, notes, and special symbols, etc. Samples of any table, charts, or graphs that will be used must also be included.

Consult the list on page 4 for compatible hardware/software. If your word-processing system is not included on this list, contact us regarding possible conversion.

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Submit your manuscript on disks *and* on one double-spaced printout. You must keep identical copies of the disks and printouts until the book is published.

The preferred disk format is 3.5 inch IBM-compatible disks or CDs (Tex, LaTeX, and PDF are not editable formats). And, while zip files are fine for submission, please, do not use zip drive disks. MS Word and WordPerfect are the word processors of choice. Each disk should be labeled with the volume editor's name, date of submission, software and computer type. The software and formats used for the text and graphics files should also be identified in the covering letter, as well as on the diskettes. Submit a typed list of filenames for each disk. Please use filenames that easily identify the contents of files, for example: Contents, Intro, Ch1, Tab 1.1, Ch1 Notes, etc.

If a text includes tables, figures, charts, diacritical marks, extracts, epigraphs, bulleted lists, numbered lists, special symbols, etc., please include this information at the beginning of the file in addition to flagging them when they occur. This and any other necessary comments within the text must be typed in <<**BOLD DOUBLE-BRACKETED CAPS**>>.

Example:

CH1

3 TABLES, 2 GRAPHS, BULLETED LISTS, GREEK LETTERS, EXTRACTS

identifies the first file as chapter 1 of the manuscript and notes that 3 tables, 2 graphs, Greek letters, bulleted lists, and extracts will appear in this text, and

. . . as the data for 1990 indicates in Table 1.2. End of paragraph.

<<**TABLE 1.2 NEAR HERE**>>

Begin next paragraph. . . .

indicates the appropriate placement of Table 1.2 in the text.

Preparation of Text

Each chapter should begin with the elements below, in the following order:

Full post and email addresses of each author.

A brief biographical sketch of each author, beginning with the current position. The length of the bio sketch should be approximately 120-150 words. **(Note to volume editors: All bios should be placed in one computer file for placement at the end of the manuscript and listed alphabetically by the contributor's last name.)**

- - - - <next page> - - - -

Chapter #
Chapter Title in Upper and Lower Case, Flush Left
Chapter author's name in upper and lower case, flush left
(1 linespace—that is, press the “enter” key 2 times)
Abstract
(1 linespace—that is, press the “enter” key 2 times)
Keywords
(1 linespace—that is, press the “enter” key 2 times)
Begin first line of text flush left.

- **DO NOT USE EMBEDDED NOTES, NOR EMBEDDED GRAPHICS, TABLES, OR EQUATIONS. Original source files** should be provided for graphics.
- **DO NOT USE HYPHENATION/JUSTIFICATION.**
- **DO NOT** use a linespace (i.e., press the “enter” key 3 times) between paragraphs *unless* it is a necessary part of the text (please be consistent).
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A-heads Are Bold, Upper and Lower Case, Flush Left, One Linespace Above and Below (that is, press the “enter” key 3 times before and after the subhead).

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Form of Manuscripts

One printed copy of the manuscript should be submitted to the Editor-in-Chief and one copy of should be submitted to the publisher. The text should be double-spaced, on one side of good quality paper, allowing ample margins. The covering letter should provide full affiliation, the mail and E-mail addresses, and telephone number(s) of the volume editor(s). Brief biographical statements of all editors and contributors should be included at the end of the manuscript, after the last chapter.

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References

The reference list should be provided at the end of the paper. The references should be arranged alphabetically according to the name of the first author or editor. Reference callouts in the text should be made by the author's last name(s) and year of publication. For example: "The problem has been fully solved by Smith (2003)" or "The problem defies solution (Smith, 2003)." A specific page is cited as (Smith, 2003, p. 351). Callout to two authors is: (Smith and Jones, 2004). Callout to more than two authors is: (Smith et al, 2004). References to unpublished works should be avoided.

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Example:

Kauffman, R.J. and Mohtadi, H. Proprietary and open systems adoption in e-procurement: a risk-augmented transaction cost perspective. *Journal of Management Information Systems*, 21, 1 (2004), 137-166.

References to Books, Chapters, and Conference Proceedings

Author(s) are specified in the same style as for periodicals. In the title, all principal words are capitalized and the title is italicized or underlined. The title ends with a period and is followed by city, ":", publisher. Example:

Johnson, R.A., and Wichern, D.W. *Applied Multivariate Statistical Analysis*, 5th ed. Upper Saddle River, NJ: Prentice Hall, 2002.

References to book chapters take this form: authors, title, "In," names of the editors, "(ed./eds.)", title (all principal words capitalized and the entire title italicized or underlined), city, ":", publisher, year, "pp." inclusive pages. Note the need to include page numbers.

Wrightsmann, L.S. Interpersonal trust and attitudes towards human nature. In J.P. Robinson and P.R. Shaver (eds.), *Measures of Personality and Social Psychological Attitudes*. Ann Arbor, MI: Institute for Social Research, 1991, pp. 373–412.

Reference to conference publications should be made in a similar fashion as to the book chapters, with the full name of the conference italicized.

Hickey, A., and Davis, A. Elicitation technique selection: How do experts do it? In *Eleventh IEEE International Requirements Engineering Conference*. Los Alamitos, CA: IEEE Computer Society Press, 2003, pp. 169–178.

References to Websites

References to web pages should begin with the authors (if known) and the title of the content (as above), followed by the URL. If the document is not dated, the date of the most recent access should be provided ("Accessed on. . .").

Canaday, E.; Wong, N.; and Wong, T. Online consumers spent \$18.5 billion during 2003 holiday season. Nielsen/NetRatings, New York, 2004 (available at www.nielsen-netratings.com/pr/pr_040105_us.pdf, accessed on February 9, 2004).

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Figures and Tables

In preparing an accepted manuscript for publication, high-quality figures and tables should be produced. All lettering and figure elements should be large enough to be readable when the figure has been reduced to fit the printed page. (Note: We prefer the font “Helvetica.”) Unreadable abbreviations should be avoided. All figures and tables must be specifically referred to in the text. All figures and tables should have brief, descriptive captions. We prefer black-and-white figures and graphics (photographs, charts, etc.), as these elements will be printed in black and white. Please submit all figures and graphics **in their original, source files**.

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MS Word (Windows)
WordPerfect
WordPerfect (DOS/Win)
AmiPro 1.x, 2.0, 3.0
MultiMate Adv. 2, 3.6, 4.0
WordStar 3.31, 3.4, 4, 5-7, 2000
DCA/FFT
DCA/RFT
DW2/3 (TXT)
DW4/5 (DOC)
Samna
Intell Ascii
Standard Ascii
DX
SmartWare II
Professional Write 1, 2
PFS: Write A, B, C
FirstChoice [x], 3
Writing Assistant
MS Word 4/5 (MAC)
WordPerfect[x],2 (MAC)
MacWrite II

Word processing (cont.)

Nota Bene
RTF
WangIWP
WordMac
WordMac Plus
Mass-ii
Volkswriter
DIF
Sprint

Databases and misc.

Dbase III, IV
Paradox 3.x, 4.x
FrameWork III
DataEase
Works SS/DB
Smart DB
VP Planner 3D
MosaicTwin
FirstChoice DB, SS
Q&A DB
R: Base
Reflex
Access

Spreadsheets

Lotus 2.x, 3.x
Excel
Quattro
QuattroPro win

Graphics Formats

EPS
TIF[†]
EPS w/ TIFF
TGA
AI
PCX
GIF
WMF[†]
FH3
WPG[†]

[†]We prefer these formats.

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JPEG

Scanning

Photoshop

Note: x-Indicates any number.

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