GUIDELINES FOR PREPARING ACCEPTED CHAPTERS

√ The chapter, references and authors’ biographies must be submitted electronically in MS Word or RTF text. LaTeX cannot be accepted because it is not compatible with our typesetting program. Chapters must be typewritten in English on white paper, one side only, single-spaced throughout, and include at least one inch (2.5 cm) of margin on all sides. The cover page should contain the paper title, and the name, affiliation, address, phone number, fax number, and e-mail address of each contributing author. The second page should start with the paper title at the top and be immediately followed by the abstract. The abstract of 100-150 words should clearly summarize the objectives and content of the chapter.

√ The text of your chapter should be edited for proper use of English language with clear, concise sentences. Please proofread the copy for typographical, grammar and spelling errors or obtain the assistance of a professional copyeditor.

√ All text should be single-spaced, left-justified in 12 point Times or Times Roman type. Please put all primary section titles in UPPER CASE letters and subheading in both Upper and Lower Case letters. Please ensure that any subheadings under the second subheading are easily identifiable. Do not number your titles (for example, 1.0 Introduction; 2.0 Background). Do not use the tab key to indent text such as paragraphs of quotes or lists because the page layout program used by the publisher overrides your left margin with its own, and the tabs end up in mid-sentence.

√ APA style must be followed for the references. References should relate only to material cited within the manuscript and be listed in alphabetical order, including author's name, complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. When you use the source in the text, author's name and year of publication should appear (Ex., Travers, 1995). Please do not include any abbreviations. Please see the following examples:

One author:

Two authors:

More than two authors:

Journal article:
Instance of publication in press:

Edited book:

Chapter in an edited book:

Report from a university:

Published proceedings:

Unpublished doctoral dissertation or master’s thesis:

Paper presented at …:

Web site:

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).

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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

√ If your paper includes figures and tables, they should be submitted in camera ready format, even if they already appear in the electronic version of your paper. Sometimes when being converted to the publisher’s page layout program, figures and tables become distorted. Please make the figures and tables in conservative sizes. The printable-page size (the image area) of this IGI publication is 4 1/2" x 7 1/4"; thus, please DO NOT submit figures or tables that are larger than this because during reduction, details are often lost or type becomes so small that it is hard to read in the printed book. Please be advised that if your figures look blurred or unreadable in the Word copy of your chapter, this is how they will look in the final typeset version of the book. Therefore, please be sure to send high-quality images, saved at a 300 dpi minimum setting. If the figures are embedded in the Word document, please also include them as a separate tif, jpeg, eps or gif file.

√ 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. Please follow the sample below to create a clear description of your work:

SAMPLE ABSTRACT
This chapter introduces the Chaos Theory as a means of studying information systems. It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts. Furthermore, the authors hope that understanding the underlying assumptions and theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying information systems, but also assist in the understanding of intricate relationships between different factors.

First, the authors describe what the chapter is about. (This chapter introduces the Chaos Theory as a means of studying information systems.)

They summarize the content of the chapter. (It argues that the Chaos Theory, combined with new techniques for discovering patterns in complex quantitative and qualitative evidence, offers a potentially more substantive approach to understanding the nature of information systems in a variety of contexts.)

Then, they explain their purpose or objectives for writing the chapter. (Furthermore, the authors hope that understanding the underlying assumptions and
theoretical constructs through the use of the Chaos Theory will not only inform researchers of a better design for studying information systems, but also assist in the understanding of intricate relationships between different factors.)

Note: Your abstract does not necessarily need to be three sentences like the sample above – but it will need to be between 100-150 words – nor does it need to be worded the same way. Use your own words, but capture the idea behind this sample abstract.

√ **Keywords** - Most databases are searched by certain keywords assigned by the scholars of the material; thus, it is crucial that you assist us in assigning keywords related to your work. Please use the keyword list included in the following website, [http://www.idea-group.com/assets/keywords.asp](http://www.idea-group.com/assets/keywords.asp), and carefully assign as many keywords to your chapter as possible. Please make sure that you use keywords on the website as closely as possible. Your chapter will need to be properly categorized by this list. Please display your keywords in a list at the beginning of your chapter when submitting your work to the editor.

√ Please use only endnotes, if needed. They will be placed after the references at the end of each chapter. *Footnotes at the bottom of a page will not be allowed.*

√ A one-paragraph biographical sketch of approximately 100 words for each author should be submitted electronically.

√ For any tables, models, graphs, or other materials directly extracted from previously published materials, you must have written permission from the publisher of that material for reprint use. A copy of that permission release must be submitted with your chapter. **IT IS YOUR RESPONSIBILITY TO ATTAIN THIS PERMISSION.**

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I appreciate your chapter submission and look forward to the receipt of your original “Author’s Warranty and Transfer of Copyright Agreement” (signed by all authors), chapter (electronic and hard copy), “Index Reference List Template” and signed “Chapter Author Checklist”.

If you have any further questions, please contact us:

**dmontolo@exa.unicen.edu.ar**

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