CHAPTER ORGANIZATION GUIDELINES

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

√ 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 Thrust of the Chapter
1. Issues, Controversies, Problems
   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.

2. Solutions and Recommendations
   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 chapter and concluding remarks.

√ References
APA (American Psychological Association) 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. 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Unpublished doctoral dissertation or master’s thesis: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 … :

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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
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√ **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.

- LaTeX files cannot be accepted because they are not compatible with IGI’s typesetting program.

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- Please note that if any interviews are included in your chapter, you must have the interviewee sign IGI’s “Interview Release and Assignment Agreement” with which you will be provided by your editor upon request.

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