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### Manuscript requirements

Please prepare your manuscript before submission, using the following guidelines:

<b>Format</b>	Article files should be provided in Microsoft Word format. LaTeX files can be used if an accompanying PDF document is provided. PDF as a sole file type is not accepted, a PDF must be accompanied by the source file. Acceptable figure file types are listed further below.
<b>Article Length</b>	Articles should be a maximum of 8000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table.
<b>Article Title</b>	A title of not more than eight words should be provided.
<b>Author details</b>	<p>All contributing authors' names should be added to the ScholarOne submission, and their names arranged in the correct order for publication.</p> <ul style="list-style-type: none"><li>• Correct email addresses should be supplied for each author in their separate author accounts</li><li>• The full name of each author must be present in their author account in the exact format they should appear for publication, including or excluding any middle names or initials as required</li><li>• The affiliation of each contributing author should be correct in their individual author account. The affiliation listed should be where they were based at the time that the research for the paper was conducted</li></ul>
<b>Biographies and acknowledgements</b>	Authors who wish to include these items should save them together in an MS Word file to be uploaded with the submission. If they are to be included, a brief professional biography of not more than 100 words should be supplied for each named author.
<b>Research funding</b>	Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.
<b>Structured Abstract</b>	<p>Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings (see our "<a href="#">How to... write an abstract</a>" guide for practical help and guidance):</p> <ul style="list-style-type: none"><li>• Purpose (mandatory)</li></ul>

- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical implications (if applicable)
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- Originality/value (mandatory)

Maximum is 250 words in total (including keywords and article classification, see below).

Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect).

### Keywords

Authors should provide appropriate and short keywords in the ScholarOne submission that encapsulate the principal topics of the paper (see the [How to... ensure your article is highly downloaded](#) guide for practical help and guidance on choosing search-engine friendly keywords). The maximum number of keywords is 12.

Whilst Emerald will endeavour to use submitted keywords in the published version, all keywords are subject to approval by Emerald's in house editorial team and may be replaced by a matching term to ensure consistency.

### Article Classification

Authors must categorize their paper as part of the ScholarOne submission process. The category which most closely describes their paper should be selected from the list below.

**Research paper.** This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.

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### Headings

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.

The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.

#### **Notes/Endnotes**

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

#### **Figures**

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.

All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.

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- Figures which cannot be supplied as above are acceptable in the standard image formats which are: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide.
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#### **Tables**

Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.

Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.

## References

References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

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Surname, Initials (year), *Title of Book*, Publisher, Place of publication.

e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.

### *For book chapters*

Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.

e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

### *For journals*

Surname, Initials (year), "Title of article", *Journal Name*, volume issue, pages.

e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

### *For published conference proceedings*

Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.

### *For unpublished conference proceedings*

Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).

e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).

<p><i>For working papers</i></p>	<p>Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.</p>
<p><i>For encyclopedia entries (with no author or editor)</i></p>	<p><i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.</p> <p>e.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.</p> <p>(For authored entries please refer to book chapter guidelines above)</p>
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*Election Study, 1948*, ICPSR07218-v3, Inter-university Consortium  
for Political and Social Research (distributor), Ann Arbor, MI,  
available at: <http://doi.org/10.3886/ICPSR07218.v3>