Publication Guidelines

AUTHOR GUIDELINES

Before you submit your manuscript, it is important you read and follow the guidelines below.

Manuscript submission guideline

THEMES	DESCRIPTION / EXPLANATION
Types of the Manuscript	Short Communication Review Paper Research Paper
Format	Article files should be provided in Microsoft Word format or in PDF
Article length / wordcount	Paper length (subheading: Times New Roman, italics, 14 pt for the title, 12 pt for headings, and 11 pt for text). Including all references, figures, tables, etc. (max): • Working or Practitioner Paper: 10 pages (including References/Appendices) • Competitive Paper: 15 pages (excluding References/Appendices)
Article title	A concisely worded title should be provided.
Author Details	The names of all contributing authors should be added to the manuscript as follows: • Author email address. • Author name. We will reproduce it exactly, so any middle names and/or initials they want featured must be included. • Author affiliation. This should be where they were based when the research for the paper was conducted.

AISCR Publication Guidelines

	In multi-authored papers, ALL authors that have made a significant contribution to the paper must be listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgments section.
Biographies and acknowledgments	If you want to include these items, save them in a separate Microsoft Word document and upload the file with your submission. Where they are included, a brief professional biography of not more than 100 words should be supplied for each named author.
Research funding	Your article must reference all sources of external research funding in the acknowledgments section. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.
Structured abstract	All submissions must include a structured abstract, following the format outlined below. These four sub-headings and their accompanying explanations must always be included: • Purpose • Design/methodology/approach • Findings • Originality The following three sub-headings are optional and can be included, if applicable: • Research limitations/implications • Practical implications • Social implications The maximum length of your abstract should be 250 words in total, including keywords and article classification.
Paper structure	1. Abstract 2. Keywords 3. Introduction 4. Literature Review 5. Methodology 6. Results and Discussion

	7. Conclusion (must be given) 8. Acknowledgement (if any) 9. References Note- All the tables, figures, equations, and formulas should be given at the appropriate place in the manuscript.
Keywords	Your submission should include up to 5 appropriate and short keywords that capture the principal topics of the paper.

Article classification	During the submission process, you will be asked to select a type for your paper:
	Competitive paper
	Working paper
	Practitioner paper
	Doctoral Proposal
	Educators' papers
	
	You may also be asked to select a category for your paper. The options for this are listed below. If you do not see an exact match, please choose the best fit:
	Research paper. Reports on any type of research undertaken by the author(s), including:
	  • The construction or testing of a model or framework
	  • Action research
	  • Testing of data, market research or surveys
	  • Empirical, scientific, or clinical research
	  • Papers with a practical focus
	
	Viewpoint. Covers any paper where content is dependent on the author's opinion and interpretation. This includes journalistic and magazine-style pieces.
	
	Technical paper. Describes and evaluates technical products, processes, or services.
	
	Conceptual paper. Focuses on developing hypotheses and is usually discursive. Covers philosophical discussions and comparative studies of other authors' work and thinking.

	Case study. Describes actual interventions or experiences within organizations. It can be subjective and does not generally report on research. Also covers a description of a legal case or a hypothetical case study used as a teaching exercise. **Literature review**. This category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular field. It could be a selective bibliography providing advice on information sources, or the paper may aim to cover the main contributors to the development of a topic and explore their different views. **General review**. Provides an overview or historical examination of some concept, technique, or phenomenon. Papers are likely to be more descriptive or instructional ('how to' papers) than discursive.
Headings	Headings must be concise, with a clear indication of the required hierarchy. The preferred format is for first-level headings to be in bold, and subsequent sub-headings to be in medium italics.
Notes/endnotes	Notes or endnotes should only be used if necessary. They should be identified in the text by consecutive numbers enclosed in square brackets. These numbers should then be listed, and explained, at the end of the article.
Figures	All figures (charts, diagrams, line drawings, webpages/screenshots, and photographic images) should be integrated into the text document. All figures should be numbered and references to them must be in the text. Acceptable labeling is Fig. 1 for a figure. All photographs should be numbered as Plate 1, 2, 3, etc. and have clear captions.

Tables	Tables should be typed, incorporated and submitted with the main body of the article. Tables should be numbered and references to them must be in the text. Acceptable labeling for a table is Tab.1.
Page Numbers and Margins	Bottom-centered Normal (Top: 2,54cm, Bottom: Margin 2,54cm left: 3,18cm, Right 3,18cm)
References	References to other publications in your text should be written as follows: • Single author: (Andrew, 2006) • Two authors: (Andrew and Beatrix, 2006) • Three or more authors: (Andrew *et al.*, 2006) Please note, '*et al*' should always be written in italics. • A few other style points. These apply to both the main body of text and your final list of references. • When referring to pages in a publication, use 'p.(page number)' for a single page or 'pp.(page numbers)' to indicate a page range. • Page numbers should always be written out in full, e.g. 185-189, not 185-9. • Where a colon or dash appears in the title of an article or book chapter, the letter that follows that colon or dash should always be lowercase. • When citing a work with multiple editors, use the abbreviation 'Ed.s'. At the end of your paper, please supply a reference list in alphabetical order using the style guidelines below. Where a DOI is available, this should be included at the end of the reference.
For books	Surname, initials (year), *title of book*, publisher, place of publication. e.g. Reed, M. (1985), *Redirections in organisational analysis,* Tavistock*,* London, LDN.

For book chapters	Surname, initials (year), "chapter title", editor's surname, initials (Ed.), *title of book*, publisher, place of publication, page numbers. e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", 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, page numbers. e.g. Peter, J. P. (1981), "Construct validity: a review of basic issues and marketing practices", *Journal of marketing research*, Vol.18 No.2, pp. 133-145.
For published conference proceedings	Surname, initials (year of publication), "title of paper", in editor's surname, initials (Ed.), *title of published proceeding which may include place and date(s) held*, publisher, place of publication, page numbers. e.g. Wilde, S. and Cox, C. (2008), "Principal factors contributing to the competitiveness of tourism destinations at varying stages of development", in Richardson, S., Fredline, L., Patiar A., & Ternel, M. (Ed.s), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp.115-118.
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).
For working papers	Surname, initials (year), "title of article", working paper [number if available], institution or organization, place of organization, date. 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.

For encyclopaedia entries (with no author or editor)	*Title of encyclopaedia* (year), "title of entry", volume, edition, title of encyclopaedia, publisher, place of publication, page numbers. e.g. *Encyclopaedia Britannica* (1926), "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp.765-771. (for authored entries, please refer to book chapter guidelines above)
For newspaper articles (authored)	Surname, initials (year), "article title", *newspaper*, date, page numbers. e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp.1, 3-4.
For newspaper articles (non-authored)	*Newspaper* (year), "article title", date, page numbers. e.g. *Daily News* (2008), "Small change", 2 February, p.7.
For archival or other unpublished sources	Surname, initials (year), "title of document", unpublished manuscript, collection name, inventory record, name of archive, location of archive. e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", unpublished manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL.
For electronic sources	If available online, the full URL should be supplied at the end of the reference, as well as the date that the resource was accessed. Surname, initials (year), "title of electronic source", available at: persistent URL (accessed date month year). e.g. Weida, S. and Stolley, K. (2013), "Developing strong thesis statements", available at: https://owl.english.purdue.edu/owl/resource/588/1/ (accessed 20 June 2018) Standalone URLs, i.e. those without an author or date, should be included either inside parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

For data	Surname, initials (year), *title of dataset*, name of data repository, available at: persistent URL, (accessed date month year). e.g. Campbell, A. and Kahn, R.L. (2015), *American National Election Study, 1948*, ICPSR07218-v4, Inter-university Consortium for Political and Social Research (distributor), Ann Arbor, MI, available at: https://doi.org/10.3886/ICPSR07218.v4 (accessed 20 June 2018)