

## GUIDELINE FOR AUTHORS

### GENERAL INSTRUCTION

<b>File format</b>	Manuscript files can be in the following formats: DOC or DOCX.
<b>Article type</b>	Following types of articles are considered for publication <ul style="list-style-type: none"><li>• Original Articles</li><li>• Review Articles</li><li>• Short communications</li><li>• Letters to the Editor</li></ul>
<b>Length</b>	Manuscripts can be any length. There are no restrictions on word count, number of figures, or amount of supporting information. It is encouraged to present and discuss findings concisely.
<b>Language</b>	Journals accept submissions in English only. English spelling should be British English.
<b>Ethics</b>	This scholarly publication is dedicated to upholding the utmost ethical principles in the execution of research endeavours. In order to ensure ethical standards are upheld, it is essential that manuscripts detailing research involving human subjects provide comprehensive information regarding the ethics review committee(s) responsible for approving the project prior to its commencement. It is imperative that research studies acquire ethical permission within the jurisdiction in which they are conducted. In the event that a research study has been determined to be exempt from undergoing an ethics review, it is imperative that the authors furnish the necessary documents to substantiate the exemption.
<b>Conflict of interests</b>	<p>Authors must fully disclose information about any grant or subsidy to cover research costs received from a commercial or private entity, national or international organization, or research support agency. These disclosures help the reader to better understand the relationship between the authors and various commercial entities that may have an interest in the information reported in the published article.</p> <p>Authors hold sole responsibility for the views expressed in their texts, which may not necessarily reflect the opinion or policy of the journal or Faculty of graduate studies. The mention of specific companies or certain manufacturers' products does not imply that they are endorsed or</p>

recommended in preference to other ones of a similar nature. Generic names for drugs or products should be used whenever possible.

## **Copyright**

As a condition for publication, the journal requires authors to provide information indicating that the text, or a similar one, has not been previously published in print or electronic format and that the manuscript will not be submitted to any other journal until this journal reaches a decision regarding its publication. Any instance of possible prior publication in any form must be disclosed at the time the manuscript is submitted and a copy or link to the publication must be provided. Authors are solely responsible for obtaining permission to reproduce any copyrighted material contained in the manuscript as submitted.

The manuscript must be accompanied by an original letter explicitly granting such permission in each case. The letter(s) should specify the exact table(s), figure(s), or text being cited and how it/they is/are being used, together with a complete bibliographic reference to the original source.

In the case of papers containing translations of quoted material, a link or copy of that text in the original language must be clearly identified and included as part of the manuscript's submission.

## **Peer review process**

Manuscripts undergo selection through a formal peer review process. Initially, a manuscript that meets the general requirements for submission and complies with the subject scope of the journal will be reviewed by the journal's Associate Editors to determine if it has scientific merit and relevance for the journal's readership. If so, it will be sent for double blind peer review to subject reviewers.

Upon receipt of all requested reviews, the Associate Editors will prepare a recommendation to the editorial board as: (a) accept the manuscript; (b) minor revisions; (c) major revision or (d) reject the manuscript.

In the case of a conditional minor revision or major revision, authors will be required to revise the manuscript to address the concerns and recommendations emanating from the peer review process, or alternatively, to provide a detailed justification of the reasons for disagreeing with the observations made. The manuscript is again revised by the Associate Editors, as well as by peer reviewers in some cases. Be advised that the text may undergo as many reviews as needed to ensure that authors have adequately addressed all issues raised.

The editorial board makes the final decision on the acceptance of manuscripts. All decisions are communicated in writing to the corresponding author. The time needed to process a manuscript varies depending on the complexity of the subject matter and the availability of appropriate peer reviewers. Accepted papers are subject to editorial revision.

## INSTRUCTION FOR MANUSCRIPT PREPARATION

<b>Manuscript Organization</b>	<p>The following elements are required, in order:</p> <ul style="list-style-type: none"><li>• Title page (Authors detail)</li><li>• Title of the manuscript</li><li>• Abstract</li><li>• Keywords</li><li>• Abbreviations (optional)</li><li>• Introduction</li><li>• Materials and Methods</li><li>• Results</li><li>• Discussion (can be combined as Results and Discussion)</li><li>• Conclusions</li><li>• Credit Authors statement</li><li>• Acknowledgments</li><li>• Declarations</li><li>• References</li></ul>
<b>Title page</b>	<p>Title page should be the first page of the manuscript. The following elements are required.</p> <p>Author names (full name)</p> <p>Affiliation (with city and country)</p> <p>Corresponding author with email address</p>
<b>Layout and spacing</b>	<p>Manuscript text should be in single column with double-spaced.</p>
<b>Font</b>	<p>Use a standard font size and any standard font, except for the font named “Symbol”. To add symbols to the manuscript, use the Insert → Symbol function in your word processor or paste in the appropriate Unicode character.</p> <p>For Tamil, use the Unicode font.</p>
<b>Page and line numbers</b>	<p>Include page numbers and line numbers in the manuscript file. Use continuous line numbers (do not restart the numbering on each page)</p>
<b>Headings</b>	<p>Limit manuscript sections and sub-sections to 3 heading levels. Ensure heading levels are indicated in the manuscript text, such as 1., 1.1 and 1.1.1.</p>
<b>Title</b>	<p>Limited to 250 characters</p>

Specific, descriptive, concise, and comprehensible to readers outside the field

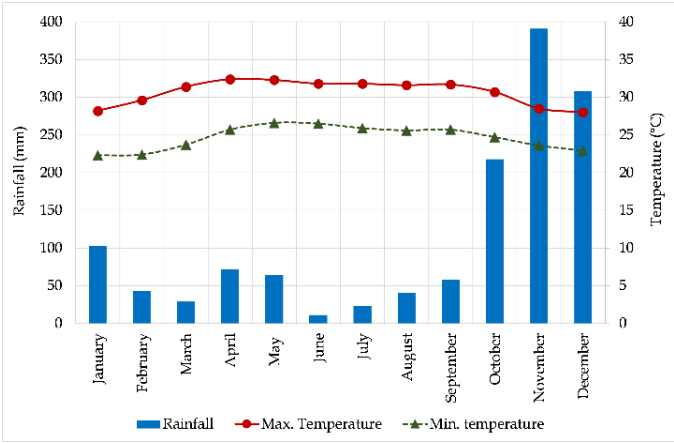
**Abstract** The abstract shall be limited to 250 words. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper. It shall not contain artwork or references. Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at the first mention in the abstract itself.

**Keywords** Provide a maximum of 6 keywords, and avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

**Abbreviations** Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text.

**Footnotes** Footnotes are not permitted.

**Figures** Figures and captions are inserted immediately after the first paragraph in which the figure is cited. Graphic objects such as charts, photos, and line drawings should be in electronic form and be pasted into the document directly. Original line drawings, photos, etc. should be scanned before insertion. If possible, use either JPEG or TIFF format graphic files. By all means use colors if it enhances the meaning of the figures. Number your figures Figure 1 and Figure 2 consecutively, etc., with a short caption.



**Figure 2.** Vertical chart graph

**Tables** Tables are inserted immediately after the first paragraph in which they are cited. Tables shall be submitted as editable text and not as images.

Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

**Table 1.** Detail of the table

Margin	Unit	Size
Inner (gutter)	mm	25
Outer	mm	25
Top and bottom	mm	25

### Equation

We recommend using Microsoft's Insert→Equation function for display and inline equations. Do not use Insert→Equation function for only a portion of an equation. Rather, ensure that the entire equation is included.

### Bullets and Numbering

If there is no sequence,

- Then use bullet points.
- Bullet points and numbering should be indented.

When using numbering,

- (i) Preferably, use roman numerals.
- (ii) Follow the indents as shown here.

### Units

It is strongly preferred that units be in the S.I. system (International System of Units).

### Credit Authors statement

Credit author statements should be provided during the submission process and will appear above the acknowledgment section of the published paper as:

- Conceptualization
- Methodology
- Data curing
- Investigation
- Formal analysis
- Validation
- Resources
- Visualization
- Supervision
- Project administration

- Fund acquisition
- Writing - Original Draft
- Writing -Review & Editing

**Acknowledgments** This work was conducted in collaboration with the departments, companies or municipalities of X, Y and Z. Also list here, where applicable, funding sources for the work described and contributors who are not authors to its intellectual content.

**Declarations** Authors must provide the following declarations before the reference section. If any declaration is irrelevant to the article, authors may indicate it as not applicable.

- Funding
- Conflicts of interest/Competing interests
- Availability of data and material
- Code availability
- Ethics approval
- Consent to participate
- Consent for publication

**Reference style** The Harvard system should be used for all referencing. References should be presented in the body of the text as follows: Barker (1992) or Barker 1992 for one author, Jones & Smith 1998 for two, and Feugard et al (1994) or Feugard et al. 1994 for multiple authors. Where the original author's words are repeated verbatim, references should include the page number for the quote, e.g., '... this is the quote' (Black 1996: 38). Quotes that are of less than three lines in length should be enclosed in quotation marks. Larger quotes should be placed in a separate paragraph, indented 0.25 in. on left and right sides, using Garamond 10-point.

**Examples for book references:**

Doss, G., 2003, IS project management handbook, Aspen Publishers, New York.

Karskens, G., 1997, The rocks: Life in early Sydney, Melbourne University Press, Carlton.

Laudon, K.C. & Laudon, J.P., 2003, Essentials of management information systems: Managing the digital firm, Prentice Hall, Upper Saddle River, N.J.

Coveney, M., Ganster, S. & King, D., 2003, The strategy gap: Leveraging technology to execute winning strategies, Wiley, Hoboken, N.J.

Department of Foreign Affairs and Trade, 2002, Connecting with Asia's tech future: ICT export opportunities, Economic Analytical Unit, Commonwealth Government, Canberra.

**Examples for journal articles:**

Hammer, M., 1990, Reengineering Work: Don't Automate, Obliterate, Harvard Business Review, July-August, 104-112.

Kozulin, A., 1993, Literature as a psychological tool, Educational Psychologist 28(3), 253-265.

Lamb, R. & Kling, R., 2003, Reconceptualizing users as social actors in information systems research, MIS Quarterly 27(2), 197.

**Example for conference proceedings:**

Eidenberger, H., Breiteneder, C. & Hitz, M., 2002, A Framework for Visual Information Retrieval, Recent advances in visual information systems: 5th International conference, Hsin Chu, Taiwan, March 11-13, 2002, pp. 105-116.

**Web page**

(i) Document on the WWW (author/sponsor given but not dated)

Greenpeace n.d., The future is GE free, viewed 28 September 2005, from <http://www.greenpeace.org.au/ge/farming/canola.html>.

Note: The title of a webpage is treated like the title of a book. It is written in italics in the reference list.

(ii) Identifiable, personal author

Arch, A. & Letourneau, C., 2002, 'Auxiliary Benefits of Accessible Web Design', in W3C Web Accessibility initiative, viewed 26 February 2004, from <http://www.w3.org/WAI/bcase/benefits.html>.