



ICPQR 2008 - Author Guidelines

Instructions for writing a final paper

The original manuscript should be submitted electronically in A4 size format, following the submission requirements:

- The length of the paper, including illustrations, tables, and references, is limited to **12 pages**.
- **All papers must be written in UK English**. If English is not your first language, please ask an English-speaking colleague to proofread your paper.
- The electronic document format is **MS Word (NOT PDF format!)**
- The text of the paper should include title, abstract, names of authors, their biographical notes, main text, references and notes, tables, figure captions, figures, and acknowledgements.
- Submit the paper by using the on-line procedure on the website: <http://www.icpqr2008.org>.
- At least one author of each accepted paper must register by **May 15, 2008**, attend the conference, and present the paper.

Full papers must be received by **May 15, 2008**, and should conform to the format and length requirements as specified in the instructions. Accepted papers will be published in the Conference Proceedings. Authors of selected best papers will be given the opportunity to revise their papers for inclusion in a future issue of the following journals according to the guidelines for publication and editorial decision as specified in each journals:

- International Journal of Management and Enterprise Development
- Electronic Government: An International Journal
- Industrial Management and Data Systems
- International Journal of Innovation and Learning
- International Journal of Electronic Healthcare
- International Journal of Services and Standards

Title, keywords, addresses, biographical notes

- Title: As short as possible (up to **8 words**); subtitle (if applicable).
- Keywords: Provide up to **5 keywords** which encapsulate the principal topics of the paper.
- Addresses: author(s) name(s); affiliation, full postal address, and e-mail addresses for each author.
- Biographical notes: approximately 100 words per author. Attach the picture (black and white) of the presenter.

Abstract

- Approximately 250 words

Style

- A4 paper size (ISO 210 x 297 mm)
- font Arial, 11 pt
- single-spaced
- left-hand and right-hand margins of 25 mm
- top margin of 30 mm and bottom margin of 20 mm
- section headings; first level in bold, second level in italics – no section numbering
- no page numbers
- no headers or footers

Figures and tables

- Figures and tables must be included in the main text and must be numbered consecutively in Arabic numerals and given suitable captions. Captions should be placed below figures and above tables. They are typed in Arial 10, in italics, and centered. Leave one line before and after tables and figures. Figures should be black and white, not color. Figures and tables should be sharp and clear.

Translated words

- Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, TQM – Total Quality Management).
- Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.
- The names of mathematical functions may change in translation - check against an English or American mathematical reference text.

Units of measurement

- All measurements should be given in metric (SI) units.

References

Please use the Harvard reference system for citations in the main text with a detailed alphabetical list at the end of the paper. References should be shown within the text by giving the author's last name followed by a comma and year of publication all in round brackets, e.g. (Fox, 1994; Thomson, 1988, p. 29). If there is more than one author list surnames followed by initials. All authors should be shown.

List full references alphabetically at the end of the paper, in the following style:

- **For journals** (surname, initials, year, "title", journal, volume, number, pages)
Whitelegg, J., 1987. "The geography of road accidents". *Transaction of the Institute of British Geographer* 12(2), 1-7.
- **For books** (surname, initials and year of publication, title, publisher, place of publication)
Tolley, R.S. (Ed.), 1990. *The Greening of Urban Transport*. Belhaven, London.
- **For chapters of edited books** (surname, initials and year, "title", editor's surname, initials, title, publisher, place, pages)
Sealey, K., 1992. International air transport. In: Hoyle, B.S., Knowles, R.D. (Eds.), *Modern Transport Geography*. Belhaven, London, pp. 233-256.
- **Other publications**: Where there is doubt include all bibliographical details.
Electronic sources should include the URL of the electronic site at which they may be found, as follows: Neuman, B.C.(1995), "Security, payment, and privacy for network commerce", *IEEE Journal on Selected Areas in Communications*, Vol. 13 No.8, October, pp.1523-31. Available (IEEE SEPTEMBER) <http://www.research.att.com/jsac/>