

Journal of Business and Information Technology

Instructions for Authors

All instructions that follow are mandatory for the final copy of the paper. These instructions are laid-out in the format you shall use. Please be advised that submitted papers not formatted as per these instructions will be returned.

Format Instructions

Title. The title should be in Times New Roman (Scalable) size 16 font, bold type, all capital letters, centered at the top of the first page, and beginning on or near the 1.50" line. Titles of more than one line should be single-spaced.

Authors. The author(s), name(s) and affiliation(s) should be centered and single-spaced, beginning on the second line below the title. Do not use titles such as Dr. or Assistant Professor, etc. Use Times New Roman (Scalable) size 14 font.

Headings. All headings should be in bold type using Times New Roman (size 12). First-level headings should be centered and set in all caps. Second-level headings should be set flush left with initial caps. Do not use headings other than these two. Separate headings from preceding and succeeding text by one line space.

Abstract. Introduce the paper with an abstract of approximately 150-200 words. The abstract includes a centered first-level heading, but is NOT IN COLUMNS.

Body. The body of the paper should be single-spaced and should follow the abstract. Use a first level heading of some type after the abstract and before the first paragraph of the body of the paper to separate the two. The rest of the paper should be in Times New Roman (Scalable) size 12 font.

Figures and Tables. Figures and tables should be placed either "in-column" or at the top of the page as close as possible to where they are cited. First-level headings state the table or figure number and may be followed by second-level subheadings. The following is an example of an "in-column" table (TABLE 1) and a sample of a full page table (TABLE 2) is on the next page.

Scalable fonts smaller than 12 may be used to fit a table "in-column" provided, in the author's opinion, the data is still legible.

An example of an "in-column" Table

TABLE 1

Margins	<u>Column</u>	<u>Left</u>	<u>Right</u>
	1	1.00"	4.00"
	2	4.50"	7.50"

Space between Columns = 0.50"

Footnotes. The use of footnotes is strongly discouraged.

Equations

All equations should be placed on a separate line and numbered consecutively, with the equation's number placed within parentheses and aligned against the right margin.

$$R_1 = f(X) \quad (1)$$

References (Bibliography). Since the bibliography should only include those references cited in the paper, it should be referred to as "REFERENCES", a first-level heading. References should be listed at the end of the paper and follow the Publication Manual of the *American Psychological Abstract*, 5th Edition.

Typing and Printing Instructions

Word Processing Software and Type Size. Papers are to be prepared using Microsoft Word. Submit the final version of your paper on a 3.5" disk. Also, submit two (2) laser printed hard-copies of the final version of the paper. The preferred type is Times New Roman (Scalable). This document is prepared in that type. If not available on your laser printer, please use the type font that most closely matches Times New Roman.

Spacing. Single space the body of the paper. Double space before and after all headings. Triple space after the last authors' name preceding the abstract heading.

Page Numbers. Do not type in page numbers. Keep pages in sequence and lightly pencil in the page number on the back of each page.

Headers. Do not include headers. Headers will be added after you submit your paper.

Layout and Margins. Except for the title and author(s) information, papers are to be laid out using Word's Balanced Newspaper column feature. Set the column margins as follows:

<u>Column</u>	<u>Left</u>	<u>Right</u>
1	1.00	4.00
2	4.50	7.50

All paragraphs should be indented 0.5". Set the top and bottom margins of the paper at 1.00". Use "Full Justification" and be sure to turn on Word's hyphenation feature to obtain reasonable appearing spacing. Do not skip a line between paragraphs.

Appendices. Appendices should immediately follow the body of the paper, precede the references and should be referred to as "APPENDIX", a first-level heading. If you have more than one appendix, number each consecutively with a second-level heading using Roman number.

Number of Pages. Limited to 20 pages.

An example of a “full page” Table

TABLE 2
Checklist for Papers

- Prepare using Microsoft Word 2000.
- Submit disk copy on 3.5' disk (final version only)
- Submit two (2) hard copies printed on a laser printer
- Use Times new Roman (Scalable), size 12 (or the nearest thing to it available on your laser printer) for the body of the paper
- Title of the paper: all caps, bold type, single-spaced, centered across both columns, Times new Roman (Scalable), size 16 font
- Authors: include affiliations, no titles, bold type, single-spaced, centered across both columns, Times new Roman (Scalable), size 14 font
- Headings: Only two allowed: 1st level - all caps, centered in column, bold type; 2nd level – initial caps, flush left, bold type. Times new Roman (Scalable), size 12 font
- Scale tables and figures to avoid use of paste, glue or tape
- Lay-out: Two columns, except for title, authors, abstract and figures
- Margin: top and bottom margins – 1.00".

Columns	Left	Right
1	1.00"	4.00"
2	4.50"	7.50"
- Headers: do not type in headers
- Page Numbers: Don't type in page numbers. Keep pages in sequence and lightly pencil in the page number on the back of each page.
- Number of pages: Limited to 20

Deadlines. The *JBIT* is published once a year. There is no particular deadline.

Submission Fee. Include a \$50.00 (payable at US Bank) non-refundable submission fee with your paper. Money order should be payable to *JBIT*.

Submit manuscripts to:

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