

***Encyclopedia of E-Collaboration***  
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**Manuscript Organization & Submission Guidelines**

The following items are suggested as content sections, and related guidelines, for preparing your manuscript for submission to the Encyclopedia of E-Collaboration. Authors can deviate somewhat from this proposed structure if they so wish. However, all manuscripts must have at least the following sections: Introduction, Background, Conclusion, References, and Terms and Definitions.

- *Introduction*  
Provide a historical perspective regarding the subject of your manuscript.
- *Background*  
Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.
- *Main Thrust of the Chapter*  
Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done as it relates to your specific topic and the main theme of the encyclopedia.
- *Future Trends*  
Discuss future and emerging trends. Provide insight about the future of the topic from the perspective of published research on the topic. If appropriate, suggest future research opportunities within the domain of the topic.
- *Conclusion*  
Provide discussion of the overall coverage of the topic in your manuscript and concluding remarks.
- *References*  
Your manuscript should be fully referenced and all discussions and arguments must be supported by current published research in scholarly publications. Although there is no magic “adequate number of references,” your paper should be supported by at least 15-20 fully documented references.
- *Terms and Definitions*  
  
You are required to provide 7-10 terms related to the topic of your manuscript and provide clear and concise definitions of each term. Place your terms and their definitions at the end of the manuscript after the references section of your manuscript.

**Submission format.** All submissions should send to the editor electronically in either MS Word, or RTF. No hard copy will be accepted. Please make that your manuscript is carefully checked for proper English language usage, grammatical structure, spelling, punctuation, and compliance with APA reference style. Attention to these details will contribute to clear, concise communication of your ideas, and increase the chance of acceptance of your manuscript by our reviewers.

**Referencing style.** APA (American Psychological Association) style must be followed as closely as possible while referencing other published works. When you use the source in the text, author's name and year of publication should appear, for example (Travers, 1995). Do not number the references in either the text or the reference listing at the end of the article. Several examples are given below:

**Example 1: Single author periodical publication.**

Smith, A.J. (2001). Databases and organizations. *Database Ideology Review*, 16(2), 1-15.

**Example 2: Multiple authors periodical publication.**

Smith, A.J., Caron, R.W., & Brown, C.J. (1999). Organizations and database management. *Data Source*, 10(4), 77-88.

**Example 3: Book.**

Smith, A.J. (2001). *Database booklet*. New York, NY: J.J. Press.

**Example 4: Book chapter.**

Hart, S.G., & Staveland, L.E. (1988). Development of the NASA-TLX index: Results of empirical and theoretical research. In P. A. Hancock, & N. Meshkati (Eds.), *Human mental workload* (pp. 139-183). Amsterdam, The Netherlands: North-Holland.

**Example 5: Research report.**

Dennis, A.R., & Valacich, J.S. (1999). *Rethinking media richness: Towards a theory of media synchronicity*. Research report. Athens, GA: Terry College of Business, University of Georgia.

**Example 6: Conference proceedings paper.**

Kinney, S.T., & Dennis, A.R. (1994). Re-evaluating media richness: Cues, feedback, and task. In J.F. Nunamaker & R.H. Sprague (Eds.), *Proceedings of the Hawaii International Conference on System Sciences* (pp. 21-30). Washington, DC: IEEE Computer Society Press.

**Example 7: Web page.**

Bastida, J. (2006). In *Encyclopædia Britannica*. Retrieved August 10, 2006, from Encyclopædia Britannica Premium Service: <http://www.britannica.com/eb/article-9068761>

State author's name and year of publication where you use the source in the text. See the following examples:

**Example 1:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 1999).

**Example 2:** Brown (2002) states that the value of data is recognized by most organizations.

The author's name, date of publication, and the page(s) on which the quotation appears in the original text should follow direct quotations of another author's work.

**Example 1:** Brown (2002) states that "the value of data is realized by most organizations" (p. 45).

**Example 2:** "In most organizations, data resources are considered to be a major organization asset" (Smith, 1999, pp. 35-36) and must be carefully monitored by the senior management.

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