

## Preface

In accordance with academic and professional protocols, Inderscience cannot accept an article if it is not the author's original work, has been published before, or is currently under consideration for publication elsewhere. The article must not contain any libellous or unlawful statements or in any way infringe the rights of others. All authors must declare they have read and agreed to the content of the submitted manuscript. A full statement of our Ethical Guidelines for Authors is available at <http://www.inderscience.com/www/authorethics.pdf>.

The author must be the owner of the copyright and be entitled to sign the Author Agreement. In submitting an article, the author complies with these conditions. In addition, the publisher reserves the right to re-referee and/or reject an accepted paper if the paper does not meet the criteria outlined in the review form or if the paper is in some other way deemed possibly unsuitable. If the Author wishes to abandon the review process or remove his/her article from elsewhere in the system before publication, the article must be formally withdrawn in writing before it can be submitted to another journal. Non-compliance with any of the above conditions may result in sanctions.

## 1. AUTHOR GUIDELINES

### Typescript preparation

*N.B. The sample issues available may show formatting different to that which is requested here; if in doubt, please follow the instructions on this page. The sample issues show the finished version, not necessarily the one required for the production process*

- The original typescript should be submitted electronically in A4 size format, with a word count of 5000-7000 (excluding figures), following the submission requirements described on the Journal's website. (If it is based on a conference paper, please also see below)
- A final paper which would exceed 7000 words or occupy more than 20 pages of the Journal may be returned for abridgement.
- The text of the paper should include title, abstract, text, references and notes, tables, figure captions, figures, but not the names of authors, their biographical notes nor any acknowledgements. Please make sure that authors' names are not included in the document/file properties.
- For email submissions, you will need a separate file containing the title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements; for further details, see the relevant section below.
- 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 preferred electronic document format is PDF, although RTF or MS Word are accepted by some journals. (For LaTeX, see below). Templates for both A4 size (double column) journals (see list) or 240 mm x 165 mm size (single column) journals, are available to download, should you wish to use one. Templates in both sizes for users of LaTeX are also available to download. (If you use LaTeX, you must please save your LaTeX file as a PDF file, to ensure that those reviewing your manuscript will be able to view it). All templates for download can be found here. Although the templates will allow you to estimate the total number of pages if typed in single line spacing, it is not essential that you use one, since all papers, if accepted, will be correctly formatted for publication by Inderscience Publishers.

### Conference papers

If your paper is based on a conference paper which may have been published elsewhere, it is important that you observe the following:

- If the original conference paper has been published elsewhere, or the copyright has been assigned to the conference organisers or another party, authors should ensure that they have cleared any necessary permission with the copyright owner in the original. Papers will not be accepted for publication in the journal unless such permissions have been obtained.
- The submitted paper must have been substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The paper must be sufficiently different to make it a new, original work. This is unlikely to be the case if less than 50% of the paper is clearly new. This is a matter of judgment and will be based on a comparison of the submitted paper with the original conference paper.
- The original conference paper should be supplied by the author with the expanded paper for the purpose of comparison.
- All such papers will be subject to the same review process as any other submitted paper.
- The paper must contain the following statement fully acknowledging the original conference paper:  
'This paper is a revised and expanded version of a paper entitled [title] presented at [name, location and date of conference]'

### International context

- It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.
- Countries and groupings of countries should be referred to by their full title (for example, 'China', 'Europe' and 'America' are all ambiguous).
- Special attention should be paid to identifying units of currency by nationality.
- Acronyms should be translated in full into English. (See also 'Translated works' below.)

### Title, abstract, keywords, addresses, biographical notes

Please assist us by following these guidelines:

- Title : as short as possible
- Abstract: approximately 100 words, maximum 150
- Keywords : approximately 10-15 words or phrases. Keywords are important for online searching; please click here for further keyword requirements
- Address : position, department, name of institution, full postal address and email address for each author
- Biographical notes : approximately 100 words per author, maximum 150.

### Reference list

References to other publications must be in Harvard style using author and date.

References should be gathered together at the end of the main body of the text in alphabetical order by author.

Where there is more than one reference from the **same author(s)** in the **same year**, references should be identified by suffix letters e.g. (Pearce, 1995a).

References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

**Footnotes** should be avoided, but any short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.

### Citing in the text

References should be cited in the text either in brackets, e.g. *Earlier studies (Pearce, 1989) showed...* or using the name as part of a sentence, e.g. *Pearce (1989) states...*

For **two** authors the format is: (Huberman and Miles, 1998).

For **three** authors: (Carlsen, Getz, and Soutar, 2001).

For **four or more** authors: (Dwyer et al., 2000).

**Groups of references** should be listed first alphabetically and then chronologically, e.g.

(Crompton, 1979; 1999; Fakeye and Crompton, 1991; Gunn, 1988).

For **quoted material** a page number is required, e.g. (Pearce, 1989, p.22).

**Personal communications** - emails, conversations, letters - should not be in the reference list, but may be mentioned in the text, e.g. (interview with the James Green, University of Southern California, 12 November 2008).

Any **additional reading** not cited in the text should be in a separate list.

**Please note:** for the *International Journal of Private Law* and the *International Journal of Public Law and Policy* **only**, use the Numeric Referencing System with numbers in the text and a numerical list of references at the end of the paper, e.g. *...Smith's [1] research supported....*

### Formats for references

#### Journal articles

##### Print

Williams, P and Naumann, E. (2011) 'Customer satisfaction and business performance: a firm-level analysis', *Journal of Services Marketing*, Vol. 25 No.1, pp.20 - 32

[Journal titles should be given in full]

##### Online only

Demers, A. (2009) 'The war at home: consequences of loving a veteran of the Iraq and Afghan wars.' *The Internet Journal of Mental Health*, 6(1) [online]. Available at:

[http://www.ispub.com/journal/the\\_internet\\_journal\\_of\\_mental\\_health/volume\\_6\\_number\\_1\\_45/article/the-war-at-home-consequences-of-loving-a-veteran-of-the-iraq-and-afghanistan-wars.html](http://www.ispub.com/journal/the_internet_journal_of_mental_health/volume_6_number_1_45/article/the-war-at-home-consequences-of-loving-a-veteran-of-the-iraq-and-afghanistan-wars.html) (Accessed 15 July 2010).

#### Books

Smith, A. and Brown, D. (2005) *Quantitative Data Analysis with SPSS for Windows*, 2nd ed., Routledge, London.

#### Edited books

Casson, M. et al (Eds.), (2006) *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford.

#### Book chapters

Estrin, S., Meyer, K.E. and Bytchkova, M. (2006) 'Entrepreneurship in transition economies', in Casson, M. et al (Eds.), *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford, pp.693-725.

#### Ebooks

Lowry, R. (2009) *Concepts and Applications of Inferential Statistics* [online]. Vassar College, Poughkeepsie NY. Available from: <http://faculty.vassar.edu/lowry/intro.html>. [Accessed 1 Feb 2009].

#### Theses

Godfrey, K.B. (1993) *Tourism and Sustainable Development: Towards a Sustainable Framework*. Unpublished PhD thesis, Oxford Brookes University, Oxford, United Kingdom.

#### Government publications

Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform. (2009) *Digital Britain: the interim report*. DCMS and DBERR, London. (Cm 7548).

Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform (2009). *Digital Britain: the interim report* [online]. DCMS and DBERR, London. (Cm 7548). Available from:

[http://www.culture.gov.uk/images/publications/digital\\_britain\\_interimreportjan09.pdf](http://www.culture.gov.uk/images/publications/digital_britain_interimreportjan09.pdf).

[Accessed 1 February 2009]

#### Conference papers

##### Unpublished:

Vaughan, R., Andriotis, K. and Wilkes, K. (2000) 'Characteristics of tourism employment: the case of Crete'. Paper Presented at the *7th ATLAS International Conference. NorthSouth: Contrasts and Connections in Global Tourism*. 18-21 June 2000. Savonlinna, Finland.

##### Published:

Jackson, C. and Wilkinson, S.J. (2009), 'An evaluation of the viability of photovoltaics in residential schemes managed by UK registered social landlords' in *COBRA 2009: Proceedings of the RICS Foundation Construction and Building Research Conference*, RICS Foundation, London, England, pp. 396-410.

#### Reports

##### Printed

Halliday, J. (1995) *Assessment of the accuracy of the DTI's database of the UK wind speeds*, Energy Technology Support Unit, ETSU-W-11/00401/REP.

##### Online

Liu, R and Wassell, I.J. (2008) *A novel auto-calibration system for wireless sensor nodes*. [online] Technical report UCAM-CL-TR-727, Computer Laboratory, Cambridge University, Cambridge. Available from <http://www.cl.cam.ac.uk/techreports/UCAM-CL-TR-727.pdf> (Accessed 18 September 2011)

#### Online papers, preprints

Chandler, D. (2009) *Semiotics for beginners*. Available at: <http://www.aber.ac.uk/media/Documents/S4B/sem02.html> (Accessed 26 July 2010).

#### Blogs

Shah, V. (2011) 'Capitalism - what comes next?' *Thought Economics* [online] 1 September. Available at: <http://thoughteconomics.blogspot.com/2011/09/capitalism-what-comes-next.html> (Accessed 14 September 2011).

#### Web sites

*Apache Jakarta Project.* [online] Available at <http://jakarta.apache.org/> (Accessed 21 September 2007).

#### Figures

- All illustrations, whether diagrams or photographs, are referred to as Figures. If any figures appear in colour, please note that they will only appear in colour in the online version but in the printed version they will be in black and white. If the quality of the colour figure supplied is not suitable to be produced in colour, it will also be shown in black and white in the online version. However, if colour is essential to the figure please send a good quality colour image. Figures should be black and white, not colour, and numbered sequentially. Please place them at the end of the paper, rather than interspersed in text.
- Please prepare all figures, especially line diagrams, to the highest possible standards. Bear in mind that lettering may be reduced in size by a factor of 2 or 3, and that fine lines may disappear.

#### Translated works

- Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, IIRP - French personal income tax).
- 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

- Inderscience journals follow the *Système International* for units of measurement.
- Imperial units will be converted, except where conversion would affect the meaning of a statement, or imply a greater or lesser degree of accuracy.

## 2. AUTHOR ENTITLEMENT AND POSTPRINT PERMISSION

Authors of accepted papers will receive a PDF file of their published paper. Hardcopies of journal issues may be purchased at a special price for authors from [subs@inderscience.com](mailto:subs@inderscience.com).

The Journal will also permit the Author to use the Article for non-commercial purposes after publication:

- posting the Accepted Version (i.e. final post-acceptance manuscript version) on the author's personal web pages or in an institutional repository maintained by the institution to which the Author is affiliated, provided acknowledgement is given to the Journal as the original source of publication and upon condition that it shall not be accessible until after six months from Inderscience's publication date. For any queries about copyright, please contact [copyright@inderscience.com](mailto:copyright@inderscience.com).
- using the Article in further research and in courses that the Author is teaching, provided acknowledgement is given to the Journal as the original source of publication;
- incorporating the Article content in other works by the Author, provided acknowledgement is given to the Journal as the original source of publication.

In all cases, full acknowledgement in the form of a full citation must be given to the Journal as the original source of publication, together with a link to the Journal web page and/or DOI.

In cases where the research funding agency that has provided the grant on which the Article is based requires the Author to post a copy to a subject-based repository such as PubMed Central, the Author may post a postprint of the Article (as defined above) to a subject-based repository after six months from the date of its publication by Inderscience or, if posted before, upon condition that it shall not be accessible until after six months from Inderscience's publication date.

## 3. COPYRIGHT AND AUTHOR RIGHTS AND RESPONSIBILITIES

Inderscience is wholly committed to the highest standards of publishing, founded on rigorous double-blind peer review. In all that we do, we work to ensure the widest possible access to the articles that we publish, to enhance the reputation of the author, the journal, its editor and editorial board, and the value that we add as publisher in both printed and online form.

In order that we can do this properly and professionally, we ask authors to sign our Author Agreement assigning (or transferring) copyright to Inderscience. The transfer of copyright is standard practice in journal publishing. This enables us, as the publisher, to negotiate subsidiary licences to database aggregators and document supply companies, and allows permissions to reproduce articles in books, course packs, electronic reserve or for library loan to be handled efficiently and with sensitivity to changing library and reader needs. This relieves authors of a time-consuming and costly administrative burden. It also enables us to defend and enforce authors' rights against plagiarism, copyright infringement, unauthorised use and, most important for authors' professional reputation, breach of authors' moral rights.

What rights do Authors retain?

What happens when the Author does not own copyright in the Article?

What are the Author's responsibilities?

What happens if there is more than one Author?

For answers to these questions, please visit <http://www.inderscience.com/www/authorcopyright.pdf>

[This section does not apply to papers designated by authors as Open Access and for which the appropriate arrangements have been made. Visit <http://www.inderscience.com/www/authoropenaccess.php> for further details]. For any queries about copyright, please contact [copyright@inderscience.com](mailto:copyright@inderscience.com).

## 4. PRIVACY STATEMENT

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.