

Title

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Author Name

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**(Institution name, Country)**

**Abstract (Subhead 1: Arial, Size 12, UPPERCASE, Bold)**

*Your article must include an abstract, consisting of* ***100-150 words****, which provides readers with an overview of the content of your article. It is important that your abstract clearly states the purpose of your article and summarizes the content. Do not use first or second person (I, me, my, we, us, our, you…). Instead use “this article” or “the authors”.*

Keywords: Word One, Word Two, Word Three

**Please include a list of 8-15 keywords that figure prominently in your article. These words should include important vocabulary, names of people, and names of organizations, primarily.**

**These terms will be included to generate the index for the book. Please do not include words that are part of the book title or article title. Each word should be capitalized.**

INTRODUCTION (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Describe the general perspective of the article. End by specifically stating the objectives of the article.

Background (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

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.[[1]](#endnote-1)

Main FOCUS OF the ARTICLE[[2]](#endnote-2) (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Issues, Controversies, Problems (Subhead 2: Arial, Size 12, Title Case, Bold)

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 the article’s specific topic and the main theme of the journal.

*More Issues, Controversies, Problems (Subhead 3: Arial, Size 12, Title Case, Italics)*

*Even More Issues, Controversies, Problems (Subhead 4: Arial, Size 12, Title Case, Italics)*

Numbered Lists

1. **Key Term (KT):** This is a numbered term.
   1. List level 2.
      1. List level 3.
      2. List level 3.
   2. List level 2.
2. List level 1.

**No more than three levels of lists. Must be in the above format.**

Bulleted Lists

* **Key Term (KT):** This is a bulleted term.
  + List level 2.
    - List level 3.
    - List level 3.
  + List level 2.
* List level 1.

**No more than three levels of lists. Must be in the above format.**

Unnumbered Lists

**Step 1:** Ask a question

**Step 2:** Do background research

**Step 3:** Construct a hypothesis

**Step 4:** Test your hypothesis by doing an experiment

**Step 5:** Analyze your data and draw a conclusion

**Step 6:** Communicate your results

**Phase One:** [Typification of dairy systems](http://www.fao.org/wairdocs/ilri/x5465e/x5465e06.htm#phase 1. typification of dairy systems)

**Phase Two:** Characterization of a specific dairy system

**Phase Three:** [Seeking ways to enhance the development of specific dairy systems](http://www.fao.org/wairdocs/ilri/x5465e/x5465e06.htm#phase 3. seeking ways to enhance the development of specific dairy systems)

[**Phase Four:** Cross-site synthesis](http://www.fao.org/wairdocs/ilri/x5465e/x5465e06.htm#phase 4: cross site synthesis)

**Hypothesis One:** Research results in conclusion.

**Hypothesis Two:** Conclusion leads to breakthrough.

**Must be in the above format.**

*Block Quotes*

Block quotes should be indented .5” throughout and contain no beginning or ending quotations marks. (IGI, 2014)

*Computer Code*

Computer code should be indicated by using “Courier New”

Any proper indentations

should be made clear

and checked during final proofing.

*Figure 1. Caption should be sentence case with no ending punctuation if only one sentence (IGI, 2014)*

*Source: IGI, 2014*

Every Figure or Table must be “called out” within the text of your article in numerical order with no abbreviations.

**Figures should be in .tif format and 300 dpi.**

All images must be included separately, butmay also be included within the text of your article.

Sources can be included on the same line as the caption or directly under the caption.

All figures are printed in black and white.

*Table 1. Caption should be sentence case with no ending punctuation if only one sentence*

|  |  |  |
| --- | --- | --- |
|  | **Synchronous E-Learning** | **Asynchronous E-Learning** |
| When | • Discussing less complex issues.  • Getting acquainted.  • Planning tasks. | • Reflecting on complex issues.  • When synchronous classes cannot be attended due to illness, work, family or other commitments. |
| Why | • Students become more committed and motivated due to getting quick response. | • Students have more time to reflect as the quick response is not immediately expected. |
| How | • In addition to face-to-face class, various synchronous means including video conferencing, instant messaging and conversation (chat) are used. | • Various asynchronous means such as e-mail, discussion boards, and blogs are used. |
| Online | Synchronous means:  • Virtual Classroom.  • Video/teleconferencing.  • Conversation (chat) rooms/instant messaging. | Asynchronous means:  • Web-based teaching/ computer based teaching.  • Threaded discussion groups.  • Recorded live events.  • Online documents/ e-mail/global announcement. |
| Offline | Synchronous means:  • Face to face classroom.  • Hands on laboratory practices.  • Field trips, field work. | Asynchronous means:  • Bound books/ learning resources.  • Videos/Echo360/Lectopia.  • Audio tapes. |
| Examples | • Students work in groups and can use instant messaging as a support for getting to know each other, exchanging ideas, and planning tasks.  • A teacher who wants to present concepts from the literature in a simplified way might give an online lecture by video conferencing. | • Students expected to reflect individually on course topics may be asked to maintain a blog.  • Students are expected to share reflections regarding course topics and critically assess their peers’ ideas. They may be asked to participate in online discussion on a discussion board. |

*Source: (IGI, 2014)*

Tables should not include cell shading. Column and row headings should be **bold and centered** – everything else **left aligned and regular font**. Any other formatting *will be removed* and will only be presented in black and white.

Conclusion (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Section title should be “Conclusion,” not “Conclusions.” Provide discussion of the overall coverage of the article and concluding remarks.

**ACKNOWLEDGMENT (Optional)**

Any acknowledgment to fellow researchers or funding grants should be placed within this section.

**The funding agency should be written out in full and also include the grant number which can be included in brackets. The funding agency needs to be listing in the “Organization Name.”**

**If there is only one funding agency:**

This research was supported by the Organization Name [grant number xxxxxx].

**If there are multiple agencies and/or grant numbers then it should be formatted as such:**

This research was supported by the Organization Name [grant numbers xxxxxx]; the Organization Name [grant number xxxxxx]; and the Organization Name [grant number xxxxxx].

**If there is no funding information they should simply state:**

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

**If an organization provided support that wasn’t monetary (maybe they provided facilities, survey samples, etc.), please mention that the research was supported by that organization.**

**Note: If you have any concern that this information will compromise your anonymity on your manuscript during the peer review phase, you may withhold this information until final manuscript submission.**

**REFERENCES (Subhead 1: Arial, Size 12, UPPERCASE, Bold)**

References should relate **only** to the material you cited within your article (this is not a bibliography). References should be in **APA** **style and listed in alphabetical order**. Please do not include any abbreviations. Any additional references should be included in an *Additional Reading* section. For more information and examples on properly citing sources in APA style, please see IGI Global’s [APA Citation Guidelines](http://www.igi-global.com/publish/contributor-resources/apa-citation-guidelines/).

***EXAMPLES:***

It is your responsibility to ensure that all information in your paper that is taken from another source is substantiated with an in-text reference citation. Please also note that your references **must strictly follow APA** (American Psychological Association) style.

*NOTE: The publisher may return your article to you for correction if you do not properly format your references. Note that this will delay the production process, and ultimately, the release of the book.*

References should relate only to the material you actually cited within your article (this is not a bibliography), and they should be listed in alphabetical order. Please do not include any abbreviations.[[3]](#endnote-3)

While some examples of references in APA style are included below, it is highly recommended that you reference an actual APA style manual (7th edition). If you do not own an APA style manual, you may either 1) consult your library or 2) visit APA’s Web site to order your own copy: http://www.apastyle.org/pubmanual.html. It may also benefit you to consult the following pages of APA’s Web site for frequently asked questions and other tips: http://www.apastyle.org/faqs.html & http://www.apastyle.org/previoustips.html.

**Book with one author:**

Author, A. A. (2005). *Title of work.* Publisher.

**Book with two authors:**

Author, A. A., & Author, B. B. (2005). *Title of work.* Publisher.

**Book with more than two authors:**

Author, A. A., Author, B. B., & Author, C. C. (2005). *Title of work.* Publisher.

**Journal article:**

Sawyer, S., & Tapia, A. (2005). The sociotechnical nature of mobile computing work: Evidence from a study of policing in the United States. *International Journal of Technology and Human Interaction, 1*(3), 1-14.

**A publication in press:**

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research.*

**A publication in a language other than English:**

Amano, N., & Kondo, H. (2000). *Nihongo no goi tokusei* [Lexical characteristics of Japanese language]. Sansei-do.

**Edited book:**

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships.* IRM Press.

**Chapter in an edited book:**

Jaques, P. A., & Viccari, R. M. (2006). Considering students’ emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Information Science Publishing.

**Published proceedings:**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In *Proceedings of* *Nebraska Symposium on Motivation* (vol. 38, pp. 237-288). University of Nebraska Press.

**Unpublished doctoral dissertation or master’s thesis:**

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese* [Unpublished doctoral dissertation]. University of Missouri, Columbia, MO, United States.

**A presented paper:**

Lanktree, C., & Briere, J. (1991, January). *Early data on the trauma symptom checklist for children (TSC-C)* [Paper presentation].The meeting of the American Professional Society on the Abuse of Children, San Diego, CA, United States.

**Website:**

VandenBos, G., Knapp, S., & Doe, J. (2001). *Role of reference elements in the selection of resources by psychology undergraduates*. http://jbr.org/articles.html

Appendix 1 (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Appendices are at the end of the manuscript and, if more than one, numbered with Arabic numerals.

Any Figure or Table numbering should continue from article body.

If Figure or Tables are not called out and explained within the article, please provide prior to its placement within the Appendix.

APPENDIX 2 (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

The Institute of Museum and Library Services has collected some interesting statistics indicating that despite the sharp decline in library usage over the last ten years, libraries have actually seen an *increase* in the number of people who come through their doors annually since the beginning of the current recessionary period in 2008. Was this a contradiction, or some kind of error? Table 1 shows the data in question.

Table 2. Visits to public libraries

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Per Capita Visit to Public Library** | **Year** | **Per Capita Visit to Public Library** |
| 1998 | 4.2 | 2003 | 4.6 |
| 1999 | 4.3 | 2004 | 4.6 |
| 2000 | 4.3 | 2005 | 4.7 |
| 2001 | 4.4 | 2006 | 4.8 |
| 2002 | 4.4 | 2007 | 5.0 |

(Data Source: National Center for Education Statistics, 1998-2007)

ENDNOTES (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

1. Please use only endnotes if needed. If you include endnotes, they will be placed after the references at the end of your article. Footnotes at the bottom of a page arenotacceptable. [↑](#endnote-ref-1)
2. Please note that the title/subtitles of this section should be content specific. [↑](#endnote-ref-2)
3. URLs used as sources must be cited and included as references, not as Endnotes. [↑](#endnote-ref-3)