

# IGI Chapter Organizational Guidelines

Applicable to  
Development Informatics and Regional Information Technologies:  
Theory, Practice and the Digital Divide series

For consistency of publication, it is best that you adhere as much as possible to the following guidelines when preparing your chapter:

## Abstract

As a contribution to a scholarly publication, your chapter will need to include an abstract, consisting of approximately 100-150 words, which will provide your readers with an overview of the content of your chapter. It is important that your abstract clearly states the purpose of your chapter and summarizes the content.

## Keywords

As IGI Global's online database is searched by keywords, it's important that you assign a list of keywords (anywhere from 5 to 20) to your chapter to assist database users in finding your chapter when doing a search on your chapter's topic. If you need assistance, please feel free to visit <http://www.igi-pub.com/assets/keywords.asp>, which provides several examples of keywords on a sampling of various topics. Do be sure to include not only keywords that appear in your chapter, but also other related words that you might not have mentioned in your chapter but that you know an individual may use to search for a chapter like yours on IGI Global's database.

## Introduction

In this section, you will want to describe the general perspective of your chapter. Toward the end of the introduction, you should specifically state your chapter's objectives.

## Background

In the background section, you'll want to 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

(Please note that the title of this section should **NOT** be "Main Thrust of the Chapter.")

### **1. Issues, Controversies, Problems**

Here, you'll want to present your perspective on the issues, controversies, problems, and so forth, as they relate to the 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 book.

### **2. Solutions and Recommendations**

Here, you should discuss solutions and recommendations in dealing with the issues, controversies, or problems presented in the preceding section.

## **Future Trends**

In this section, you'll want to discuss future and emerging trends. You should provide insight about the future of the book's theme from the perspective of your topic. Viability of a paradigm, model, implementation issues of proposed programs, and so forth, may be included in this section. If appropriate, you may want to suggest future research opportunities within the domain of the topic.

## **Conclusion**

Here, you should provide a discussion on the overall coverage of the chapter and include your concluding remarks.

## **References**

It is your responsibility to ensure that **all** information in your chapter 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 (**The publisher may return your chapter 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 chapter (this is not a bibliography), and they should be listed in alphabetical order. Please do not include any abbreviations.

While some examples of references in APA style are included in the following pages, it is highly recommended that you reference an actual APA style manual (5<sup>th</sup> 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> and <http://www.apastyle.org/previoustips.html>.

### **Properly formatting sources in your reference list**

#### **Book with one author:**

Author, A. A. (2005). *Title of work*. Location/City, State: Publisher.

#### **Book with two authors:**

Author, A. A., & Author, B. B. (2005). *Title of work*. Location/City, State: Publisher.

#### **Book with more than two authors:**

Author, A. A., Author, B. B., & Author, C. C. (2005). *Title of work*. Location/City, State: 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*.

**Edited book:**

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships*. Hershey, PA: 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). Hershey, PA: Information Science Publishing.

**Report from a university:**

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

**Published proceedings:**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: 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.

**A presented paper:**

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

**Web site:**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

### Properly formatting in-text citations

When citing a source in your text, you will need to state the authors' surnames along with the year of publication. Please note the following:

- If you have several references cited within the same parenthesis, the citations should be listed in alphabetical order. You'll note that 1) each citation is separated by a semicolon, and 2) ampersands (&) are used instead of the word "and."

**Example:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Krall & Johnson, 2005; Smith, 2001).

- If an author's name is mentioned directly within the text of your chapter as part of a sentence, please note that only the year is placed within parenthesis.

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

- If you directly quote another individual's work, you must also provide the page of the source from which the quote was taken.

**Example:** "In most organizations, data resources are considered to be a major organization asset" (Smith, 2001, pp. 35-36) and must be carefully monitored by the senior management.

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

- Under **NO** circumstances should in-text citations be numbered.

**Incorrect:** In most organizations, data resources are considered to be a major resource [15; 30; 84].

**Correct:** In most organizations, data resources are considered to be a major resource (Brown, 2002; Krall & Johnson, 2005; Smith, 2001).

- If a direct quote that you wish to include in your chapter is more than 40 words long, please be sure to format your quote as a block quote (a block quote uses no quotation marks, and its margins are indented from the left; also, you'll notice that the period at the end of the sentence comes *before* the parenthetical in-text citation):

**Example:** As an ever-growing number of people around the world have gained access to e-mail and Internet facilities, it has become clear that the communicative environment provided by these tools can foster language learning. E-mail facilitates access to speakers of one's target language. (Vinagre & Lera, 2007, p. 35)

**NOTE:** If you plan on including more than 2 paragraphs of quoted text, you **must** acquire permission from the copyright holder for use of the quote before IGI Global will agree to publish your chapter.