

# IMPORTANT

## Details to Keep in Mind

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

### Copyright Issues

1. **Originality of chapters.** Only **ORIGINAL** chapters will be accepted for publication. Upon acceptance of your chapter, you will be required to sign a warranty that your chapter is original and has **NOT** been submitted for publication or published elsewhere.
2. **Revised chapters.** IGI Global will not publish a chapter that is a “revised” version of a chapter that you published elsewhere. While your chapter may certainly be based on the same data and research as another chapter published by you, the chapter you submit to IGI Global must be a completely new and original work—in other words, it must **NOT** have the same wording or formatting as another chapter previously published by you.
3. **Acquiring permission for copyrighted images.** It is **YOUR** responsibility to obtain written permission to include any copyrighted images (whether they be screenshots [e.g., a screenshot of a page from a company’s Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.) in your chapter. The copyright holder **MUST** agree to and sign IGI Global’s permission form before IGI Global will agree to include the image in your chapter. To obtain a copy of this permission form, please contact the book editor or IGI Global (development@igi-global.com).

After you obtain permission, you are then responsible to indicate in the caption of the image the original source of the image and that it is being used in your chapter with permission. Your caption should look something like this:

*Figure 1. [insert caption here]. (© [insert copyright year here], [insert copyright holder’s name here]. Used with permission.).*

Please note that, should you create an image that is loosely based on another copyrighted image, you must indicate in the image caption that your image is adapted from another copyrighted image and then provide the original source:

*Figure 1. [insert caption here]. (Adapted from [insert source of copyrighted image here]).*

As some publishers require that you obtain permission for use of even an image that you may have adapted from one of their images, it is **YOUR** responsibility to

investigate as to whether or not permission is needed for your adapted image.

**IMPORTANT NOTE: Since acquiring permission may take a significant amount of time, it is very important that you begin the process as soon as possible.**

4. **Permission fees.** Subsequent to the previous point, IGI Global will **NOT** agree to publish any copyrighted image for which a permission fee is required (even if you offer to pay the fee), **OR** for which permission is required for each subsequent publication of the image.
5. **Trademark use.** All trademark use within your chapter **MUST** be credited to its owner, or written permission to use the name must be granted.
6. **Interviews.** Please note that if any full interviews are included in your chapter, you must have the interviewee sign IGI Global's "Interview Release and Assignment Agreement" with which you will be provided by the book editor or IGI Global (development@igi-global.com) upon request.

### **Editorial Issues**

When preparing your chapter, it is important that you use the chapter template located at [http://www.igi-global.com/development/author\\_info/index.asp](http://www.igi-global.com/development/author_info/index.asp). You will find the appropriate template under the heading "Books."

1. **Chapter basics.** Chapters must
  - be submitted in Microsoft® Word or rtf format.
  - be typewritten in English
  - be on white paper, double sided
  - be single spaced
  - have a one-inch (2.5 cm) margin on all sides
  - have text left-justified
  - have text set as 12-pt. Times New Roman font
  - include the title on the top of the first page
  - list the authors and their affiliations and countries directly under the title
2. **Copy editing and proofreading.** It is **crucial** that complete copy editing and proofreading of your chapter be conducted **PRIOR to submission** to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. **Attention to these details is imperative.** **IMPORTANT: Chapters that are submitted to the publisher are considered to be in their FINAL FORM and ready for publication as is.** Please also keep in mind that the material you submit for production is **final**. Other than minor grammatical, typographical, spelling, and reference list corrections, major changes such as moving and/or deleting paragraphs, sections, etc., will NOT be permitted.

3. **LaTex.** Unfortunately, LaTeX files are currently **NOT** accepted by the publisher because these types of files are not compatible with IGI Global's current typesetting program. As an alternative, it is recommended that you use MathType.
4. **Metafiles.** If you include equations in your chapter, it is important that you do **NOT** use metafiles for any mathematical symbols or letters unless absolutely necessary. For example, take into consideration the following equation:  $(a + b) - (c + d) = e$ . There is absolutely no need for the use of metafiles here since each of the symbols and letters in this equation appear on your keyboard.

Additionally, it is **extremely** important that all symbols and letters are consistent in their formatting (i.e., if you italicize "x" in equation number one, please be sure to italicize "x" throughout the rest of your chapter if it is used to represent the same item). **Please note that the unnecessary use of metafiles and the inconsistent formatting of symbols and letters will have an adverse effect on the quality of your chapter**, as well as **significantly** slow down the production of the entire book.

5. **Subhead divisions.** Please note that, as per IGI Global's house style, the subhead divisions in your chapter should **NOT** be numbered. All subheadings should be designated simply by title, and the level of each heading should be clearly indicated by font size and the use of italicized, bolded, or underlined words.
6. **Images.** IGI Global requests that, if possible, your chapter **not contain more than five to eight images** (as mentioned, images include screenshots, figures, tables, graphics, etc.). Images should be submitted BOTH as:
  - **Separate** tif, jpeg, eps, gif, or bitmap files. (It is important that you **CLEARLY** indicate in the text where the images should be placed.)
  - As a **camera-ready** paper copy, even though the images already appear in the electronic version of your paper, for the simple reason that, sometimes, when being converted to IGI Global's page layout program, images become distorted; thus, a camera-ready copy of your images for use by IGI Global's Production Department is important.

Please note that, currently, images published by IGI Global are black and white only; thus, for images of the best quality, it is important that you submit your images in black and white or gray scale.

Also, please ensure that your images are a conservative size. The members of IGI Global's Production Department will use their discretion in resizing your images to fit the layout of the book. If your images are too large, re-sizing may cause them to become illegible and unclear. **Please be advised that if your images look blurred**

**or unreadable in the Word copy of your chapter, this is how they will look in the final typeset version of the book.** Therefore, please be sure to send high-quality images saved between a **180-360** dpi setting. If the images are embedded in the Word document, please also include them as separate tif, jpeg, eps, or gif files.

7. **Endnotes.** Please use only endnotes, if needed. If you include endnotes, they will be placed after the references at the end of your chapter. Footnotes at the bottom of a page are not acceptable.
  
8. **APA and IGI Global House Style.** Please be advised that due to APA and IGI Global house style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images on your pages may be adjusted accordingly during the typesetting phase.