

GUIDELINES FOR BOOK CHAPTER CONTRIBUTORS AND AUTHORS

These instructions are for authors of chapters for publication by Technoarete Publishers. They are important to follow as they help keep both the author's and publisher's work to a minimum, and allow us to produce a high-quality book without delay.

- All papers must be original and not simultaneously submitted to another journal or conference.
- Chapters must not exceed the plagiarism limit of 10% excluding references.
- Full Chapter must be between 20 to 25 Pages.
- Chapters should consist of the following subsections.
- The chapters should be submitted only in **word document format**.

Layout of the Chapter

Because your work will be online and available for purchase by the chapter, it needs to be consistent with our database requirements so it can stand alone and be fully searchable and accessible. Therefore, each chapter must have the following details (which we call "metadata") on the first page:

- Definitive title (not a working title but a strong and descriptive one)
- Definitive subtitle (if any)
- Final sequence of names of authors with affiliations (department, university/company name, city, country)
- E-mail address for the corresponding author

- Full mailing address and phone number.
- An abstract of a maximum of 200 words which encapsulates the work (must not contains figures)
- Max 8 keywords/search terms that will aid users to find your work online
- Running head suggestion of no more than 45 characters (including spaces)

Title Page

- Title of the manuscript;
- Title, Full names, affiliation and addresses of all authors including full postal address, and email addresses;
- Suggestions for a short running title of no more than 40 characters;
- Acknowledgements of financial or research assistance.

Abstract

- Manuscript should contain abstract of up to 200 words in length. Please be sure that the abstract page does not contain any information that could identify the author(s). Please do not put reference citations in the abstract. Also, please take care to create a title and an abstract that are direct and 'reader-friendly'.

Keywords

- Authors should choose three to eight keywords related to the research topic.

Body of the Chapter

- The introduction should state clearly the objective of the paper as well as the motivation and context of the research. The literature review should be limited to the articles, books and other items that have a direct bearing on the topic being addressed. Theoretical papers may devote a full section to motivation and potential

usefulness of the proposed theoretical framework. The empirical section should provide appropriate citations to the statistical methodology used and a complete explanation only if the methodology is new.

Full details of the statistical analyses and results must be included in the paper itself. The conclusion should summarize key findings and state their importance to the field.

Presentation Style

- Margins should be one inch (2.5cm) at the top, bottom, and sides of the page.
- Font type should be 11-point Times Roman throughout the document.
- Double-space all body text, including abstract, references, endnotes and appendices.
- Number all pages in your manuscript, starting with the Abstract Page.
- Use one space, not two spaces, between sentences.
- Manuscript text should be justified.
- Use three levels of headings. Main headings designate your major sections. Center main headings and use all capitals. Second-level headings should be flush with the left margin, and only the first letter of major words should be capitalized. Third-level headings should be indented and italicized; begin the first word with a capital, end the heading with a period, and then continue with your text. Do not use a fourth-level of headings.
- When citing a list of references in the text, put the list in alphabetical order and separate authors by semicolons; for example, "Several studies (Buckley & Casson, 1976; Dunning, 1993a, 1993b; Rugman & Verbeke, 2003) support this conclusion."

- If a work has two authors, give both names every time you cite it; for example, Rugman and Verbeke (1998). For three through six authors, give all names the first time the work is cited and then use the first author's name and "et al." for all subsequent citations. For works with seven or more authors, use the first author's name and "et al." for all in-text citations, including the first citation.
- Use endnotes instead of footnotes. Please use these sparingly, and keep them short. Citations to the literature should be included in the text, not in the endnotes.
- To cite a direct quotation, give pages after the year, separated by a colon and a space. Example: "Boddewyn argues that for something to happen it must be not only 'favorable and possible but also wanted and triggered' (1988: 538)".
- Check that the sequence of any numbered elements (tables, figures, equations, etc.) is correct.
- Double check all mathematical entries in the manuscript before submission. Write out numbers below 10. Insert leading zeros before decimal points in text and tables (e.g., '0.3' rather than '.3').
- Place endnotes, references, figures, tables, and appendices at the end of your manuscript. Each component should begin on a new page.

Readability

- Use ordinary words for variable names, not code names or abbreviations, unless the terms are well known to international business scholars (such as MNE and FDI). Use the same name for a variable throughout your

manuscript. Do not italicize variable names (except for single-character variables, e.g. x, F, etc.).

- Long but necessary methodological details, such as explanations of the calculation of measures, should be placed in a separate appendix at the end of the manuscript.
- Check and correct spelling and punctuation before submitting your manuscript. Be consistent in your capitalization, spelling, hyphenation and formatting throughout the manuscript. Avoid common usage errors such as "it's" and "its", "affect" and "effect", and "that" and "which". Singular (plural) nouns require singular (plural) pronouns and verbs. "Data" is a plural noun; "none" is singular. "Who" should be used for people; "that" and "which" for organizations. Avoid using "impact" as a verb. Use semicolons to help define long lists that include both groups and subgroups. If a clause is inserted in a sentence use paired commas to set off the clause.

Chapter Numbering and Subheadings

- Sections within each chapter are double numbered to the second level (e.g., 7.1.1), preceded by the chapter number (in this case, Ch. 7). Unless the organization of the book or chapter requires more detailed numbering, further subordinate section headings can be set off using bold or italic bold font. Your volume editor will advise you of your chapter number so please insert the chapter numbering. This applies to all figures, tables, equations, and in-text citations.

Equations

- Please do not save and submit any equations in “images” format because we cannot edit them. If you cannot write them originally in Word, then use the

tool which can be located at <https://support.office.com/en-us/article/Write-insert-or-change-an-equation-in-Word-2007-f4789808-f958-4baa-9e90-09227c88c5da>. This tool is very easy to use and will solve all the problems. Displayed equations are double numbered by chapter, in parentheses. Variables are italicized in the equations and in the text.

References

- Authors should make certain that the reference for each citation in the text is complete, and that the cited dates and the spellings of the authors' names in the text and references are in agreement. Include full page range for all journal references and book chapters. Include both the volume and issue (number [if applicable], season, month, or date) for journal/periodical references.

The following are examples of proper form:

Journal/periodical articles

Cosset, J., & Suret, J. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26(2): 301-318.

Financial Times. 1996. Survey - Czech Republic: Message from the people. December 6: 3.

Books

Donahoe, J. D. 1989. *The privatization decision*. New York: Basic Books.

Papers

Harley, N. H. 1981. Radon risk models. In A. R. Knight & B. Harrad (Eds), *Indoor air and human health*, Proceedings of the Seventh Life Sciences Symposium, 29-31 October 1981, Knoxville, USA: 69-78. Amsterdam: Elsevier.

Chapters in edited books

Caves, R. E., & Mehra, S. K. 1986. Entry of foreign multinationals into the US manufacturing industries. In M. E. Porter (Ed.), *Competition and global industries*: 449-481. Boston, MA: Harvard Business School Press.

Dissertations

Salk, J. E. 1992. *Shared management joint ventures: Their developmental patterns, challenges and possibilities*. Unpublished PhD Dissertation, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA.

Online documents

The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. <http://www.ici.org>. Accessed 4 February 2004.

Online journal articles / advance online publication articles

Hutzschenreuter, T., & Voll, J. C. 2007. Performance effects of "added cultural distance" in the path of international expansion: The case of German multinational enterprises. *Journal of International Business Studies*, advance online publication August 30. doi:10.1057/palgrave.jibs.8400312.

Web Citation

Mitsui Chemicals, Ape1™ cyclo olefin copolymer (COC), <http://www.mitsuichemicals.com/apel.htm>, 2008.

Patent

W.A Anderson and G.N. Meckling, Polymeric bicyclo-(2,2,1)-2-heptene, US Patent 2721189, assigned to DuPont, 1955.

Figures and Tables

Permission to use figures

- It is critically important to ask for permission to reuse figures from the copyright holder when you are writing the chapter. Do not wait until you have submitted the manuscript to the editor or the publisher. If payment is required it is your responsibility to process that. Alternatively, you can seek a replacement figure. The permission citation should form part of the figure caption.

Fonts

- When creating your own graphics, use one font consistently for their labels throughout your manuscript, and use one consistent arrowhead size. Keep in mind that large figures will be downsized by our typesetter.

Figure Resolution

- At all times, figure resolution needs to be 600 dpi *at the size it will be used*. (Keep in mind that large figures will need to be downsized by our typesetter.) The exceptions are line art, which should be 800 dpi *at the size it will be used*, and grey scale charts and photos, which should be 400 dpi at the size they will be used. Figures downloaded from the Internet are generally not of good quality.

Proofs of your chapter

Proofs of your book or chapter will be sent to you for correction either by the publisher or the typesetters who will be providing project management. For authors, you will have 10 days to annotate the PDF and provide the chapter subject index (instructions will be given at the time).

Contact Information

If you have any questions please address them to your volume editor or:

editorbook@technoarete.org