

Editorial Policy

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Manuscript Preparation

The *Journal of Information Systems* manuscript preparation guidelines follow (with slight modification) the B-format of the Chicago Manual of Style (15th ed., University of Chicago Press) with spelling according to *Webster's International Collegiate Dictionary*. Manuscripts investigating psychology-related issues should also follow the suggestions in the Publication Manual of the American Psychological Association. In cases of differences between the APA publication manual and the Chicago manual styles, authors of research with human participants should follow the (more specific) APA publication manual. Manuscripts should be typed, double-spaced, on one side of the paper with one-inch or larger margins on all sides. The main text in files must be in a 12-point font. Manuscripts should be as concise as the topic and method permit, generally not to exceed 7,000 words.

The cover page should include the title of the manuscript, the author's name(s), title and affiliation(s), email address(es), and any acknowledgments. All pages, including tables, appendices, and references should be numbered serially, beginning with the page following the abstract. The first section of the manuscript, the abstract, should be unnumbered. Major sections should be numbered in Roman numerals. Subsections should not be numbered.

Consistent with the APA publication manual, research with human participants should "Replace the impersonal term *subjects* with a more descriptive term when possible and appropriate—*participants, individuals, college students, children, or respondents.*" (APA Publication Manual 2001, 65; italics in original).

Where appropriate, authors should include statistical power analyses in submitted manuscripts.

Abstract and Keywords

An abstract of no longer than 150 words should appear immediately preceding the manuscript text. The abstract should be nonmathematical and include a readable summary of the research question, method, and the significance of the findings and contributions. The title, but not the author's name(s) or affiliation(s), should appear at the beginning of the abstract. Keywords for indexing the work should follow, and appear on the same page as the abstract.

Data Availability

JIS seeks the widest possible dissemination of published knowledge. When possible, authors should make their data and research instruments available to others for study, extension, and replication. Authors should describe, in a Data Availability section immediately following the Keywords, the availability of their data and instrument to other researchers.

Format

Tables and Figures. Each table and figure (graphic) should appear on a separate page placed at the end of the text. Each should bear an Arabic number and a complete title indicating the exact contents of the table or figure. There should be a reference to each graphic in the text. The manuscript should show where each graphic should be inserted in the text. Graphics should be interpretable without reference to the text. Source lines and notes should be included as necessary.

Equations. Equations should be numbered in parentheses flush with the right-hand margin.

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Sample entries are as follows:

Baiman, S., and M. Rajan. 2002a. The role of information and opportunism in the choice of buyer-supplier relationships. *Journal of Accounting Research* 40 (2): 247–278.
 ———, and ———. 2002b. Incentive issues in inter-firm relationships. *Accounting, Organizations and Society* 27 (3): 213–238.

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Practice Articles

JIS is distinguished from most AAA journals in that it includes a practice section. Papers in the practice section consist of scholarly reports relating to significant advances in information systems or information technology; analysis of current, historical, and future practices; and descriptive studies of current information system practices and use. Contribution for practice section papers is based on whether the study has the ability to inform academic research on the state of AIS technology and practice and *not* on whether the paper informs practitioners in the workplace. Practice articles can inform research by raising unanswered questions, by revealing the limitations and bounds of current theory, and by suggesting avenues for future research.

Book Reviews

JIS also publishes reviews of scholarly books (excluding textbooks and software manuals) that address topics in accounting, information systems, computer science, economics, and other disciplines. The objective is to inform readers about books that may provide useful insights for their research and teaching. Book reviews should be submitted directly to the book review editor, Rob Pinsker, at RPinsker@odu.edu. Rob will handle all aspects of the book review process. Rob can also be contacted by mail or phone at:

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Authors should prepare manuscripts at a level suitable for evaluation by independent reviewers. Such preparation should include critiques by colleagues and others, and resulting revisions before submission. Reviewers and the editor should provide constructive and prompt evaluations of submitted manuscripts based on the significance of the potential contributions and on the appropriateness and soundness of analysis and presentation. The review process should not be used as a means of obtaining feedback at early stages of developing a manuscript. The review process is double blind (i.e., authors and reviewers are anonymous). Authors should avoid identifying themselves in submitted materials.