Author Guidelines

International Journal of Information Science and Management (IJISM)

Author Guidelines

Online Submissions

The IJISM only accepts articles that have been submitted through the online submission system at www.ijism.ricest.ac.ir. Authors will be able to track their manuscripts through the online system.

Registration and login are required to submit items online and to check the status of current submissions.

Author Guidelines

Peer Review Process:

All submitted articles will be given an ID upon submission and all correspondences will be done using this ID. The articles will be then screened by screeners to make sure that they meet the aims and scope of the journal. The articles will then be reviewed by at least two external (peer) reviewers. Their comments will be passed to the authors and the authors' responses will be sent back to peer reviewers for their final review. The final version of the article will then be discussed at regular editorial board sessions and a final decision will be reached.

Ethical Considerations

The IJISM follows the ethical standards issued by the American Psychological Association (APA). The editorial office reserves the right to edit the submitted manuscripts in order to comply with the journal's style. In any case, the authors are responsible for the published material.

١) Authorship:

Based on the newly released *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals*, by the ICMJE, "an Author" is generally considered to be someone who meets the following conditions ١, ٢, ٣, and ٤.

١-Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

٢-Drafting the work or revising it critically for important intellectual content; AND

٣-Final approval of the version to be published; AND

٤-Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

٢) Plagiarism:

The authors are not allowed to use text of previously published papers or manuscripts submitted elsewhere.

We accept all terms and conditions of COPE about plagiarism and in case, any attempt of plagiarism is brought to our attention accompanied with convincing evidence, we act based on flowcharts and workflows determined in COPE.

٣) Retraction Policy:

The IJISM uses the COPE flowchart for retraction of a published article (http://publicationethics.org/resources/guidelines) to determine whether a published article should be retracted.

٤) Author Consent Form:

Your Article will not be published unless an Author Consent Form has been signed and received by the IJISM. By signing the mentioned form, you hereby warrant that "This article is an original work, has not been published before and is not being considered for publication elsewhere in its final form either in printed or electronic form".

Manuscript Submission

Language and Style

Contributions should be in either American or British English language. The text must be clear and concise, conforming to accepted standards of English style and usage. Non-native English speakers may be advised to seek professional help with the language.

All materials should be typed in double line spacing numbered pages. Abbreviations should be standard and used just in necessary cases, after complete explanations in the first usage.

Required files

The following electronic files are required: (all files must be supported by MS Word ٢٠٠٣ and thereafter)
- *Title page (Stating the full title of the manuscript, Authors' full names, Authors' affiliation, the name, address, and email of the corresponding author)*

- *Body of manuscript including figures, tables, references and acknowledgments*

- *Photos and Figures in JPEG format (If any)*

- *A signed Author Consent Form (available in the Forms Section of our website)*

* A confirmation email will be sent through the online submission system. Please note that all correspondences will be sent to the corresponding author.

Preparation of Manuscript

Organization of the paper and style of presentation

Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts.

Manuscripts should be prepared with wide margins and double spacing throughout, including the abstract, footnotes and references. Every page of the manuscript, including the title page, references, tables, etc., should be numbered. Try to avoid the excessive use of italics and bold face.

Manuscripts should be organized in the following order:

- Title page
- Body of text (divided by subheadings)
- Acknowledgements
- References

Headings and subheadings need not be numbered. Subheadings should be typed on a separate line, without indentation.
SI units should be used, i.e., those based on meters, kilograms, seconds, etc.

Title page

The title page should provide the following information:

-Type of Article

Title (should be clear, descriptive and not too long)
- Name(s) of author(s); please indicate who is the corresponding author
- Full affiliation(s)
- Complete address of corresponding author, including telephone and fax numbers and e-mail address
Abstract; should be clear, descriptive, self-explanatory and not longer than ۳۰۰ words, it

should also be suitable for publication in abstracting services.
Keywords; ٣-٦ relevant keywords should be stated.

Running title: a shorter version of the title (٤٠ characters at most) is needed.

Introduction should provide a context or background and specify the purpose or research objective of the study or observation.

Materials and Methods

Must indicate clearly the steps taken to acquire the information. Be sure that it includes only information that was available at the time the plan or protocol for the study was written. It should be detailed.

The software used for statistical analysis and description of the actual method should be mentioned.

Results: Should be presented in a chronological sequence in the text, table, and illustration. Organize the results according to their importance. They should result from your own study.

Tables
Number as Table ١, Table ٢ etc, and refer to all of them in the text.
Each table should be provided on a separate page. Tables should not be included in the text.

Each table should have a brief and self-explanatory title.·
Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table.

Figures

Number figures as Figure ١, Figure ٢, etc and refer to all of them in the text.·
Each figure should be provided on a separate sheet. Figures should not be included in the text. They should be as single JPEG files at ٣٠٠ dpi or greater resolution.

Each figure should have a self-explanatory caption. The captions to all figures should be typed below the figure. Figures taken from other print of electronic sources must be accompanied by the copyright holder's permission.

Discussion should emphasize the new and important aspects of the study and the conclusions that follow from them. Possible mechanisms or explanations for these findings should be explored. The limitations of the study and the implications of the findings for future research should be explored.

Supplementary Materials such as questionnaires may be published on the online version of the journal.

Acknowledgments

Any technical help, general, financial, and material support or contributions that need acknowledging but do not justify authorship can be cited at the end of the text**.**

References

The references should be in APA style. Please refer to the guidelines of the APA for organizing your references. Also, you can follow the following samples:

Journal articles:

Chen, Y., & Baker, P. (٢٠١٠). Lexical Bundles in L١ and L٢ academic writing. *Language Learning & Technology*, ١٤(٢), ٣٠–٤٩.

Books:

Altenberg, B. (١٩٩٨). On the phraseology of spoken English: the evidence of recurrent word-combinations. in A. P. Cowie (Ed.), *Phraseology: theory, analysis and applications* (pp. ١٠١–١٢٢). Oxford: Oxford University Press.

Footnotes
Footnotes should only be used if absolutely essential. In most cases, it is possible to incorporate the information in the text.

If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible.

Correction of Errata:

The journal will publish an erratum when a factual error in a published item has been documented.

For further information please contact the Editorial Office:

Tel: +٩٨ ٧١ ٣٦٤٦٨٤٢١

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