

Information for Contributors

Manuscripts should be submitted electronically to JMIS@fdu.edu. The subject line should be "Submission to JMIS."

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1. Original submission

The submission should be made as an attachment to the email, along with a separate cover letter furnished as another attachment.

The paper to be sent for a double-blind review should be provided in the MS Word or PDF. The paper and the file should be fully anonymized so that the authors are not identified anywhere in the work. Self-references may be, however, left in the reference list. All figures, tables, etc., should be included at the end of the paper, in the same file. Their placement should be indicated in the text. When a survey instrument is used, but not included in the paper, it should be provided for the benefit of the referees as a separate anonymized attachment.

The cover letter should provide full affiliation, the postal and e-mail addresses, and telephone number(s) of the authors, with the corresponding author indicated. Brief biographical statements of all authors should be included. The title page should acknowledge any funding sources.

Every manuscript should contain an abstract (up to 150 words), and a set of key words and phrases to serve as indicators of the paper's content. No citations should be included in the abstract.

The text should be in 12-point typeface, double-spaced, and left-justified. The pages should be numbered. The length of the complete MS should generally not surpass 40 pages, unless there is a persuasive justification provided in the cover letter. The intention to shorten the paper at later time is not a persuasive justification. An additional appendix file for the use of referees may be furnished.

Optionally, non-conflicting reviewer nominations can be made. These may be taken into account when the reviewer panel is appointed.

Submission of a paper to *JMIS* is a certification by the authors that the manuscript is not copyrighted, and is not and will not be under a simultaneous review by any other journal or proceedings.

2. Revisions

Revised papers should follow the above guidelines. In addition, they should contain the responses to the reviewers, each in a separate file. All the files should be anonymous.

3. Accepted papers

The **final submission of an accepted paper** should be in an MS Word file, including the full contact information and the biographical statements of all the authors, followed by the text of the paper.

References

The reference list should be provided at the end of the paper. The references should be arranged alphabetically according to the name of the first author or editor, and numbered. Citations in the text, referring to this list, should be made as numbers in square brackets, e.g., [9].

References should be provided as follows:

References to items in periodicals

These should take the form: author(s), title, journal (italicized or underlined), volume and issue numbers, date, inclusive pages. For all authors, last names are given first; likewise for editors, with the names followed by "(ed.)". The name of the last author ends with a period. More than two authors (but not editors) are separated by semicolons. The title has only the first word and proper names (or their derivatives) starting with capital letters, and it ends with the period. The date is given in parentheses.

Example:

9. Li, X., Hitt, L.M, and Zhang, Z.J. Product reviews and competition in markets for repeat purchase products. *Journal of Management Information Systems*, 27, 4 (Spring 2011), 9–41.

References to Books, Chapters, and Conference Proceedings

Author(s) are specified in the same style as for periodicals. In the title, all principal words are capitalized and the title is italicized or underlined. The title ends with a period and is followed by city, ":", publisher, year.

Example:

33. Davenport, T.H. and Harris, J.G. *Competing on Analytics: The New Science of Winning*. Boston: Harvard Business School Press, 2007.

References to book chapters take this form: authors, title, "In," names of the editors, "(ed./eds.)", title of the book (all principal words capitalized and the

entire title italicized or underlined), city, “:”, publisher, year, “pp.” inclusive pages. Note the need to include page numbers.

Reference to publications in conference proceedings should be made in a similar fashion as to the book chapters, with the full name of the conference italicized. Page numbers are necessary.

Figures and Tables

In preparing an accepted manuscript for publication, high-quality figures and tables should be produced. All lettering and figure elements should be large enough to be readable when the figure has been reduced to fit the journal page. All figures and tables must be specifically referred to in the text. All figures and tables should have numbers, and brief, descriptive captions.

Proofs and Reprints

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