

### **Copy**

All manuscripts should be word-processed (letter or correspondence-quality font) and double spaced. If the paper has been presented previously at a conference or other professional meeting, this fact, the date, and the sponsoring organization should be given in a footnote on the first page. Funding sources should be acknowledged in the "Acknowledgements" section. Articles published in or under consideration for other journals or as book chapters cannot be considered. Papers awaiting presentation or already presented at conferences must be revised (ideally, taking advantage of feedback received at the conference) in order to receive consideration.

### **Length**

Papers should not normally exceed 15 journal pages (about 6000 words). However in certain circumstances longer papers will be published.

### **Title Page**

Title page should have the title of the paper, names and addresses of the authors. Email addresses and telephone numbers should also be provided. This should be the only place in the paper where author's names and addresses appear.

### **Style**

Sections and subsections should be clearly delineated. References in the text should be indicated by author's names and year of publication. References should be in APA format.

### **Submissions**

Manuscripts should be submitted to [rahul@uncg.edu](mailto:rahul@uncg.edu) in MS Word or PDF format. In special circumstances papers will be accepted in paper format, but this may considerable delay the review of the paper. Authors are advised to contact the Editor before submitting hard copy.

### **Copyright**

The copyright of all material published in JIST is held by the Information Institute. The author must complete and return the copyright agreement before publication.