

1. Details to Keep in Mind for Your Full Chapter Submission

Chapters must

- be submitted in Microsoft® Word.
- be typewritten in English in APA style

1. **Originality of chapters.** Only ORIGINAL chapters will be accepted for publication. Upon acceptance of your chapter, you will be required to sign a warranty that your chapter is original and has NOT been submitted for publication or published elsewhere.
2. **Revised chapters.** IGI Global will not publish a chapter that is a “revised” version of a chapter that you published elsewhere. While your chapter may certainly be based on the same data and research as another chapter published by you, the chapter you submit to IGI Global must be a completely new and original work—in other words, it must NOT have the same wording or formatting as another chapter previously published by you.
3. **Images.** IGI Global requests that your chapter not contain more than five to eight images (images include screenshots, figures, tables, graphics, etc)
 - **Submission.** Images should be submitted as separate tif, jpeg, eps, gif, or bitmap files. (It is important that you CLEARLY indicate in the text where the images should be placed.) When images are embedded in Word, resolution decreases, therefore we require TIFs, etc. If the images are not included as separate files, you will be contacted for the separate images. Production will be held until they are received.
 - **Color.** Please note that while images will appear in color in the electronic version of your manuscript, images will appear in black and white only in the printed version; thus, for images of the best quality, it is important that you submit your images in black and white or gray scale.
 - **Size.** Please ensure that your images are a conservative size. The members of IGI Global’s Production Department will use their discretion in resizing your images to fit the layout of the book. If your images are too large, re-sizing may cause them to become illegible and unclear. *Please be advised that if your images look blurred or unreadable in the Word copy of your chapter, this is how they will look in the final typeset version of the book.* Therefore, please be sure to send high-quality images saved between a **180-360** dpi setting.
4. **In-text citations.** Please ensure that all information in your chapter that is taken from another source is substantiated with an in-text reference citation. Please also note that your references must follow APA (American Psychological Association) style

(The publisher may return your case to you for correction if you do not properly format your references.).

- While some examples of references in APA style are included in the following pages, it is highly recommended that you reference an actual APA style manual (5th edition). If you do not own an APA style manual, you may either 1) consult your library or 2) visit APA's Web site to order your own copy: <http://www.apastyle.org/pubmanual.html>. It may also benefit you to consult the following pages of APA's Web site for frequently asked questions and other tips: <http://www.apastyle.org/faqs.html> and <http://www.apastyle.org/previoustips.html>.
 - Please note that in-text citations should NOT be numbered. When you use the source in the text, the author's name and year of publication should appear within parenthesis. An example of this is: (Travers, 1995). Please do not include any abbreviations. Please see the following examples:
 - i. In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 2001).
 - ii. Brown (2003) states that the value of data is recognized by most organizations.
5. **Direct quotations.** The author's name, date of publication, and the **page(s)** on which the quotation appears in the original text should follow direct quotations of another author's work.
- Brown (2002) states that "the value of data is realized by most organizations" (p. 45).
 - "In most organizations, data resources are considered to be a major organization asset" (Smith, 2003, pp. 35-36) and must be carefully monitored by the senior management.
 - If a direct quote that you wish to include in your case is more than 40 words long, please be sure to format your quote as a block quote (a block quote uses no quotation marks, and its margins are indented from the left; also, you'll notice that the period at the end of the sentence comes *before* the parenthetical in-text citation)
 - i. **Example:** As an ever-growing number of people around the world have gained access to e-mail and Internet facilities, it has become clear that the communicative environment provided by these tools can foster language learning. E-mail facilitates access to speakers of one's target language. (Vinagre & Lera, 2007, p. 35)
 - ii. **NOTE:** If you plan on including more than 2 paragraphs of quoted text, you **must** acquire permission from the copyright holder for use of the quote before IGI Global will agree to publish your chapter.

- 6. Acquiring permission for copyrighted images.** It is your responsibility to obtain written permission to include any copyrighted images (whether they be screenshots [e.g., a screenshot of a page from a company's Web site, a screenshot of a scene from a video game, etc.], figures, tables, graphics, etc.) in your chapter. The copyright holder **MUST** agree to and sign IGI Global's permission form before IGI Global will agree to include the image in your chapter. To obtain a copy of this permission form, please contact the book editor or IGI Global (development@igi-global.com).

Please note that while permission is sufficient for brief quotations, it is not sufficient for images. Please also keep in mind that the copyright is generally held by the publisher of the image rather than the author of the image.

After you obtain permission, you are then responsible to indicate in the caption of the image the original source of the image and that it is being used in your chapter with permission. Your caption should appear as:

Figure 1. [insert caption here]. (© [insert copyright year here], [insert copyright holder's name here]. Used with permission.)

Please note that, should you create an image that is loosely based on another copyrighted image, you must indicate in the image caption that your image is adapted from another copyrighted image and then provide the original source:

Figure 1. [insert caption here]. (Adapted from [insert source of copyrighted image here]).

As some publishers require that you obtain permission for use of even an image that you may have adapted from one of their images, it is your responsibility to investigate as to whether or not permission is needed for your adapted image.

IMPORTANT NOTE: Since acquiring permission may take a significant amount of time, it is very important that you begin the process as soon as possible. Should you not obtain permission by the time the manuscript is ready to be sent to production, you will have the option of removing, replacing, or redrawing the image in question.

- 7. Permission fees.** Subsequent to the previous point, IGI Global will **NOT** agree to publish any copyrighted image for which a permission fee is required, **OR** for which permission is required for each subsequent publication of the image.
- 8. Trademark use.** All trademark use within your chapter **MUST** be credited to its owner, or written permission to use the name must be granted.

9. **LaTeX.** LaTeX files are presently NOT accepted by the publisher because these types of files are not compatible with IGI Global's current typesetting program. As an alternative, it is recommended that you use MathType. Please do not hesitate to contact IGI Global at development@igi-global.com to request a copy of our math guide.
10. **Metafiles.** If you include equations in your chapter, it is important that you do NOT use metafiles for any mathematical symbols or letters unless absolutely necessary. For example, take into consideration the following equation: $(a + b) - (c + d) = e$. There is absolutely no need for the use of metafiles here since each of the symbols and letters in this equation appear on your keyboard.

Additionally, it is extremely important that all symbols and letters are consistent in their formatting (i.e., if you italicize "x" in equation number one, please be sure to italicize "x" throughout the rest of your chapter if it is used to represent the same item). Please note that the unnecessary use of metafiles and the inconsistent formatting of symbols and letters will have an adverse effect on the quality of your chapter, as well as significantly slow down the production of the entire book.

NOTE: We recommended that you use Mathtype (<http://www.dessci.com/en/products/mathtype/>) to create complex equations. Do not use the Equation Editor that accompanies Word 2007 because there is a problem in the program that corrupts equations when outputting the final typeset version of the article to postscript for printing. If you are using Word 2007 for your submission and do not have Mathtype, please use the Equation Editor for Word 2003 when creating equations. Microsoft has been alerted to the problem and it will be fixed in future versions of Word. Instructions for accessing the 2003 editor are available on the Microsoft website.

11. **Interviews.** Please note that if any full interviews are included in your chapter, you must have the interviewee sign IGI Global's "Interview Release and Assignment Agreement" with which you will be provided by the book editor or IGI Global (development@igi-global.com) upon request.
12. **Copy editing and proofreading.** It is crucial that complete copy editing and proofreading of your chapter be conducted PRIOR to submission to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Chapters that are submitted to the publisher are considered to be in their FINAL FORM and ready for publication as is. Please also keep in mind that the material you submit for production is final. Other than minor grammatical, typographical, spelling, and reference list corrections, major changes such as moving and/or deleting paragraphs, sections, etc., will NOT be permitted.

13. APA and IGI Global House Style. Please be advised that due to APA and IGI Global house style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, as well as the placement of images on your pages may be adjusted accordingly during the typesetting phase.