

is refined as shown in Figure 1. The transaction layer is divided into the exchanges (or phases) that have already been mentioned.

Body Text Style – used for main content under subheads (example) – Apart from the ability of ERP systems to serve as a focal point for integration of information across functional areas, other benefits obtained from integrating ERP into business curriculum include exposing students to how business processes extend across an organization and its value chain, and helping students understand the concepts surrounding the adoption and implementation of enterprise-wide systems (Bradford, Vijayaraman, & Chandra, 2003).

Subhead 4 Style (Section Title, Level 4)

Body Text 1st Para Style (example) – To develop elements of a business action language, the BAT framework is refined as shown in Figure 1. The transaction layer is divided into the exchanges (or phases) that have already been mentioned.

Body Text Style – used for main content under subheads (example) – Apart from the ability of ERP systems to serve as a focal point for integration of information across functional areas, other benefits obtained from integrating ERP into business curriculum include exposing students to how business processes extend across an organization and its value chain, and helping students understand the concepts surrounding the adoption and implementation of enterprise-wide systems (Bradford, Vijayaraman, & Chandra, 2003).

- This is a hanging indent.
- This is used for bulleted / numbered lists.
- Bullets / numbers can be added using the Word program.

REFERENCES (SUBHEAD 1 STYLE)

This is the reference section. Please use the References Style. Here are examples of references in APA style:

Roth, K., & Neidig, J. (2007). Title of chapter. In C. Coulson (Ed.), *Title of book that the chapter appears in* (pp. 19-29). Hershey, PA: Information Science Reference.

Goh, J., & Taniar, D. (2005). This is the name of the article. *This is the Title of the Journal*, 1(1), 50-76.

Checkland, P. (1999). *Soft systems methodology in action* (Vol. 2). New York: John Wiley & Sons.

KEY TERMS & DEFINITIONS (SUBHEAD 1 STYLE) (PLEASE REFER TO AUTHOR CHECKLIST TO SEE IF THIS APPLIES TO YOUR SUBMISSION)

This is the Key Terms & Definitions Section: Please use the Key Terms Style. Here is an example:

Lifelong Learning: A system based, of necessity, on Internet technologies and on the sharing of information with the aim of adjusting and improving professional skills. In particular, lifelong learning identifies a system that guarantees people a good level of adaptability to technological and organizational change. In general, lifelong learning is designed for those who having a working career that also involves professional refresher courses.