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Please prepare your manuscript before submission, using the following guidelines:

Format	All files should be submitted as a Word document and follow the guidelines below. Papers subsequently recommended for publication in sufficiently edited form for one of the conference affiliated special issue journals may require alternative formatting and may require submission of an accompanying article title page, but the following guidelines are generally applicable.
Article Length	Articles should be between 2,500 and 4000 words in length, exclusive of the structured abstract used as part of the abstract submission process.
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Author Details	Details should be supplied on the FIRST MANUSCRIPT PAGE (if need be, this may extend to the second manuscript page) including: • Full name of each author • Affiliation of each author, at time research was completed • Where more than one author has contributed to the article, details of who should be contacted for correspondence • E-mail address of the corresponding author • Brief professional biography of each author. • A structured abstract as described below.
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Notes/ Endnotes	Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.
Research Funding	Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.
Figures	All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form. All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be in color to facilitate their appearance on the online digital version of the conference proceedings. Figures and graphics should be embedded in the text if possible, but otherwise may be referred to at the appropriate position in the manuscript and included after list of references, in which case the position of each figure or graphic should be clearly labelled in the body text of the article. Corresponding explanations for figures or graphics should be provided where those figures or graphics appear.
Tables	Tables should if possible be typed and included where appropriate in the manuscript if possible, but may otherwise be referred to at the appropriate position in the manuscript and included after the list of references, figures and graphics, in which case the position of each table should be clearly labelled in the body text of article. Corresponding explanations for figures or graphics should be provided where those figures or graphics appear. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or graphic.

References References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

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<i>For books</i>	Surname, Initials (year), <i>Title of Book</i>, Publisher, Place of publication. e.g. Harrow, R. (2005), <i>No Place to Hide</i>, Simon & Schuster, New York, NY.
<i>For book chapters</i>	Surname, Initials (year), "Chapter title", Editor's Surname, Initials, <i>Title of Book</i>, Publisher, Place of publication, pages. e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i>, Elsevier, New York, NY, pp. 15-20.
<i>For journals</i>	Surname, Initials (year), "Title of article", <i>Journal Name</i>, volume, number, pages. e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", <i>Journal of Consumer Marketing</i>, Vol. 22 No. 2, pp. 72-80.
<i>For published conference proceedings</i>	Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i>, Publisher, Place of publication, Page numbers. e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in <i>Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007</i>, Springer-Verlag, Vienna, pp. 12-32.
<i>For unpublished conference proceedings</i>	Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date). e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).
<i>For working papers</i>	Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date. e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

<i>For encyclopedia entries (with no author or editor)</i>	<i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages. e.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For authored entries please refer to book chapter guidelines above)
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