



Journal of Information Technology Management

ISSN #1042-1319

A Publication of the Association of Management

JITM PUBLICATION STYLE

AL BENTO

JOURNAL OF INFORMATION TECHNOLOGY MANAGEMENT

abento@ubalt.edu

ABSTRACT

This document presents the style guide for the JITM. It describes the order in which material appears, page layout, figure and table formats, reference formats, and other style considerations. Material is presented both in the form of specifications and in the definition of sections in the order in which they are to appear. This publication style follows the rules it establishes. It can be used as a template for preparing manuscripts.

Dr. Paul Gray, Editor of the Communications of the Association of Information systems (CAIS), graciously authorized the copy and adaptation of portions of the CAIS publication style to be used in this document.

Keywords: publication style, JITM, formats, references

INTRODUCTION

JITM is a quarterly electronic and an annually printed journal. The annual volume is a collection of all quarterly manuscripts published during the year. This style guide is a guideline for authors to submit their manuscripts to the JITM. To make the journal as widely accessible as possible, it is important that the manuscripts can easily be read and printed by computers without multimedia capability. Authors are encouraged, however, to include multimedia material where appropriate. Such material is made accessible through hyperlinks.

This document was prepared in Microsoft Word. It may be downloaded from <http://jitm.ubalt.edu/stylejitm.doc>.

ORDER OF APPEARANCE OF MATERIAL

The order in which sections appear is:

- Cover sheet (Association of Management and JITM Logo, Title, Author)
- Title
- Author identification: single spaced and centered, as follows:

NAME

DEPARTMENT OR SCHOOL AFFILIATION

[e-mail address](#)

- Abstract
- Keywords
- Text, typically beginning with introduction and ending with conclusions.

- Section are not numbered
- References [including notice on URL's, if applicable]
- Acknowledgements
- Author(s) biography(ies)
- Appendices (if any)

PAGE LAYOUT

Page Margins

- 1.5" from top of page.
- 1" from bottom of page
- .75" from left and right margins
- Note: 1 inch = 2.54 cm. = 6 picas

Paragraph Indent

0.5 inches

Type Font

Times New Roman

Header

- Use as a Header part of the title of your article
- 10 point type, uppercase
- Times New Roman
- Right justified
- Followed by a line

Footer

- Use as footer: Journal of Information Technology Management, Volume Xi, Number j, 200X
- 10 point type
- Times New Roman
- Left justified

Page Numbers

- Include in footer at the bottom right. At the same level as Journal of Information Technology Management, Volume Xi, Number j, 200X
- Start numbering pages on the first page.
- Use Arabic numerals 1,2,3... for page numbers.

Footnotes

- Numbered in sequence.
- Referred to by superscript number.
- Appear on the same page as referred to in text.
- 10 point type
- Times New Roman
- Single spaced

PAPER AND SECTION HEADINGS

Table 1 lists the specifications for headings and text and the corresponding JITM Word Style name. The JITM type font is Times New Roman for all parts of the article.

Table 1: Specifications for Headings and Text

| | Point Size | Capit- lization | Location | Spaces | Emphasis | JITM Word Style |
|--|------------|--------------------|-----------------------------|---|-----------------------|-----------------|
| Title | 16 | UC | Center | 12 pt. before, 6pt. after | Bold | Title |
| Subtitle | 16 | UC | Center | Included with title and separated from title with a : (colon) | Bold | Title |
| First Order (e.g., Abstract, section titles) | 14 | UC | Center | 12 pt. before, 6pt. after | Bold | Heading 1 |
| Second Order | 12 | UC +LC | Left Margin | 12 pt. before, 3pt. after | Bold | Heading 2 |
| Third Order | 12 | UC+LC | Left Margin | None, part of paragraph | Bold | Heading 3 |
| Fourth Order | 12 | UC+LC | Left margin | None, part of paragraph | Italic | Heading 4 |
| Appendices | 14 | UC | Center | 12 pt. before, 6 pt. after | Bold | Heading 1 |
| Author Biography | 14 | UC | Center | 12 pt. before, 6 pt. after | Bold | Heading 1 |
| Author Name | 12 | UC | Center | None | Bold | Author |
| Affiliation | 12 | UC | Center | None | Normal | Affiliation |
| E-mail | 10 | LC | Center | None | Underline, color blue | E-mail |
| Paragraph Text | 10 | UC+LC | Justified | .Indent first line .5 in | Normal | Paragraph |
| Table Text | 10 | UC+LC | Center | None | Normal | Normal |
| Table Name | 12 | UC+LC | Center above table | None | Normal | Object Name |
| Figure Name | 12 | UC+LC | Center below table | None | Normal | Object name |
| Header | 10 | UC | Right | None | Normal | Header |
| Footer | 10 | UC+LC | Left | None | Italic | Footer |
| References | 10 | UC+LC | Justified, Hanging 0.35 in. | None | Normal | Reference |

Numbering of Sections

Please do not number sections of the article.

Figures

Figures should be inserted at the end of the paragraph in which they are first referenced. However, if the Figure would be divided among pages, it should appear on the next page. If several figures are referenced in the same paragraph, they should be presented one after the other.

Figure Titles

- place below the figure
- the word Figure is followed by the Arabic figure number and a : (colon).
- leave one blank line before the figure title and two blank lines before the next text or the top of the next figure.

- use 12 point Times New Roman as the typeface.
- use upper and lower case.
- center.

Example:

Figure 1: A Cellular Mobile Network

Tables

Tables should be inserted immediately after the end of the paragraph in which they are first referenced. However, if the Table would be divided among pages, it should appear on the next page.

- The type font for tables is Times New Roman.
- The type size for tables is 10 point.
- Borders should be drawn around each table element. Table 1 on page 3 of this style guide is an example of how these borders should be drawn.
- If several tables occur, they should be presented one after the other
- Leave one blank line before the next text or the top of the next table.

Table Titles

- placed above the Table.
- have the word Table followed by the Arabic number of the table and a : (colon).
- have one blank line before and after the table title
- upper and lower case
- centered

Example:

Table 3: Summary of Findings

Bulleted and Numbered Lists

The template provides for bulleted and numbered lists.

- Bulleted lists are indented 0.5 inches from the margin and are hanging 0.25 inches.
- Numbered lists are indented 0.3 inches from the margin and are hanging 0.25 inches.
- The standard number style for the JITM is an Arabic number, example 1.

Cross References within a Document

Cross-references to text within an article are by section name and page number.

Example: As discussed in Paper and Section Headings, page 3.

Cross-references to figures and tables are shown with the words Figure or Table. Both words are spelled out whether they appear in text or in parentheses

Example: As shown in Figure 6,

Example: The summary findings (Table 3) emphasize...

FORMAT FOR REFERENCES

General

Numbering: references are numbered based on the alphabetical order of author(s) or editor(s) names, or the title of the work for items with no author's name.

Citations: citations in the body of articles, short studies and case studies, are made to the number of the reference, in brackets.

Examples: Mason [7]; adapted from Swanson [17, pp. 363-364].

Entries in the Reference List

Books and working papers: author(s) name(s) (last name and first initial), title (*italic*), number (if working paper), publisher (or school), city, state, year, pages.

- [4] Davis, G. and Olson, M., *Management Information Systems*, McGraw-Hill, New York, New York, 1985, pp. 57-78.

Periodicals: author(s) name(s), title (in quotes), periodical (*italic*), volume, number, year, pages.

- [10] Etzioni, A. "Mixed-Scanning: A 'Third Approach' to Decision-Making," *Public Administration Review*, Volume 27, Number 2, 1967, pp.385-392.

Proceedings: author(s) name(s), title (in quotes), name of conference proceeding (*italic*), city, state, year, pages.

- [11] Hamilton, S. and Ives, B. "Communication of MIS Research: An Analysis of Journal Stratification," *Proceedings of the First International Conference on Information Systems*, Philadelphia, Pennsylvania, December 8-10, 1980, pp.220-232.

Electronic publications: author(s) name(s) and paper title as for journal articles, followed by the URL and date of referenced version. URL's can be shown in 8 point if they are long.

- [3] Bento, A.M. "Introduction to CGIs using simple Perl scripts",
<http://home.ubalt.edu/abento/701/perl-cgis/cgiperl.html>, March 2003.

OTHER ITEMS

Acknowledgements

Authors may wish to acknowledge support from agencies of firms or input from colleagues. The Acknowledgment section should be brief and tasteful.

Author Biography

This brief description of each author appears at end of the article. The following guidelines should be followed:

- No more than one paragraph.
- Tasteful and factual
- For multiple authors, one paragraph each. Names in alphabetical order
- Name of each author Bold, Initial Caps the first time they are mentioned.

Example:

AUTHOR BIOGRAPHY

Hugh J. Watson is Professor of MIS and holder of a C. Herman and Mary Virginia Terry Chair of Business Administration at the University of Georgia. He is the author of 22 books and over 100 journal articles. His work focuses on the use of information technology to support decision-making. He is currently studying data warehousing. Hugh is the Senior Editor of the *Journal of Business Intelligence* and a Fellow of the Data Warehousing Institute.