Attachment 3

Paper Manuscript requirements

Before you submit your manuscript, it's important you read and follow the guidelines below.

Format	Article files should be provided in Microsoft Word format. While you are welcome to submit a PDF of the document alongside the Word file, PDFs alone are not acceptable. LaTeX files can also be used but only if an accompanying PDF document is provided. Acceptable figure file types are listed further below.
Article length/ word count	The main body of the article, including the structured abstract and the list of references, should ideally not exceed 8000 words. If a paper exceeds the word limit by a large margin, it will be desk-rejected without taking it through the editorial review process. The total length of an article ideally should not exceed 10000 words. This includes all text, including the structured abstract, list of references, and all text in tables, figures, and appendices. In deciding how many tables to include within the word limit, please allow 280 words for each figure or table.
Article title	A concisely worded title should be provided. Around 250 words
Author details	• Author email address (institutional preferred). • Author name. • Author affiliation. This should be where they were based when the research for the paper was conducted. In multi-authored papers, it's important that ALL authors that have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgements section. You should never include people who have not contributed to the paper or who don't want to be associated with the research.

Biographies and acknowledgements	If you want to include these items, save them in a separate Microsoft Word document and upload the file with your submission. Where they are included, a brief professional biography of not more than 100 words should be supplied for each named author.
Research funding	Your article must reference all sources of external research funding in the acknowledgements section. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.
Structured abstract	All submissions must include a structured abstract, following the format outlined below. These four sub-headings and their accompanying explanations must always be included: • Purpose • Design/methodology/approach • Findings • Originality The following three sub-headings are optional and can be included, if applicable: • Research limitations/implications • Practical implications • Social implications The maximum length of your abstract should be 250 words in total, including keywords and article classification (see the sections below).
Keywords	Your submission should include up to 12 appropriate and short keywords that capture the principal topics of the paper.

	Please note, while we will always try to use the keywords you've suggested, the in-house editorial team may replace some of them with matching terms to ensure consistency across publications and improve your article's visibility.
Article classification	During the submission process, you will be asked to select a type for your paper; the options are listed below. If you don't see an exact match, please choose the best fit: • Article • Educational Note You will also be asked to select a category for your paper. The options for this are listed below. If you don't see an exact match, please choose the best fit: Research paper. Reports on any type of research undertaken by the author(s), including: • The construction or testing of a model or framework. • Action research • Testing of data, market research or surveys • Empirical, scientific or clinical research • Papers with a practical focus **Viewpoint**. Covers any paper where content is dependent on the author's opinion and interpretation. This includes journalistic and magazine-style pieces. **Technical paper**. Describes and evaluates technical products, processes or services. **Conceptual paper**. Focuses on developing hypotheses and is usually discursive. Covers philosophical discussions and comparative studies of other authors' work and thinking. **Case study**. Describes actual interventions or experiences within organizations. It can be subjective and doesn't generally report on research. Also covers a description of a legal case or a hypothetical case study used as a teaching exercise. **Literature review**. This category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular field. It could be a selective bibliography providing advice on information sources, or the paper may aim to cover the main

	contributors to the development of a topic and explore their different views. **General review**. Provides an overview or historical examination of some concept, technique or phenomenon. Papers are likely to be more descriptive or instructional ('how to' papers) than discursive.
Headings	Headings must be concise, with a clear indication of the required hierarchy. The preferred format is for first level headings to be in bold, and subsequent sub-headings to be in medium italics.
Notes/endnotes	Notes or endnotes should only be used if absolutely necessary. They should be identified in the text by consecutive numbers enclosed in square brackets. These numbers should then be listed, and explained, at the end of the article.
Figures	All figures (charts, diagrams, line drawings, webpages/screenshots, and photographic images) should be submitted electronically. Both colour and black and white files are accepted. There are a few other important points to note: • All figures should be supplied at the highest resolution/quality possible with numbers and text clearly legible. • Acceptable formats are .ai, .eps, .jpeg, .bmp, and .tif. • Electronic figures created in other applications should be supplied in their original formats and should also be either copied and pasted into a blank MS Word document or submitted as a PDF file. • All figures should be numbered consecutively with Arabic numerals and have clear captions. • All photographs should be numbered as Plate 1, 2, 3, etc. and have clear captions.
Tables	Tables should be typed and submitted in a separate file to the main body of the article. The position of each table should be clearly

	labelled in the main body of the article with corresponding labels clearly shown in the table file. Tables should be numbered consecutively in Roman numerals (e.g. I, II, etc.). Give each table a brief title. Ensure that any superscripts or asterisks are shown next to the relevant items and have explanations displayed as footnotes to the table, figure or plate.
Supplementary files	Where tables, figures, appendices, and other additional content are supplementary to the article but not critical to the reader's understanding of it, you can choose to host these supplementary files alongside your article on Insight, Emerald's content hosting platform, or on an institutional or personal repository. All supplementary material must be submitted prior to acceptance. If you choose to host your supplementary files on Insight, you must submit these as separate files alongside your article. Files should be clearly labelled in such a way that makes it clear they are supplementary; Emerald recommends that the file name is descriptive and that it follows the format 'Supplementary_material_appendix_1' or 'Supplementary tables'. All supplementary material must be mentioned at the appropriate moment in the main text of the article, there is no need to include the content of the file but only the file name. A link to the supplementary material will be added to the article during production, and the material will be made available alongside the main text of the article at the point of EarlyCite publication. Please note that Emerald will not make any changes to the material; it will not be copyedited, typeset, and authors will not receive proofs. Emerald therefore strongly recommends that you style all supplementary material ahead of acceptance of the article. Emerald Insight can host the following file types and extensions: • Adobe Acrobat (.pdf) • MS Word document (.doc, .docx) • MS Excel (.xls, xlsx) • MS PowerPoint (.pptx) • Image (.png, .jpeg, .gif) • Plain ASCII text (.txt)

	• PostScript (.ps) • Rich Text Format (.rtf) If you choose to use an institutional or personal repository, you should ensure that the supplementary material is hosted on the repository ahead of submission, and then include a link only to the repository within the article. It is the responsibility of the submitting author to ensure that the material is free to access and that it remains permanently available. Please note that extensive supplementary material may be subject to peer review; this is at the discretion of the journal Editor and dependent on the content of the material (for example, whether including it would support the reviewer making a decision on the article during the peer review process).
References	All references in your manuscript must be formatted using one of the recognised Harvard styles. You are welcome to use the Harvard style Emerald has adopted – we've provided a detailed guide below. Want to use a different Harvard style? That's fine, our typesetters will make any necessary changes to your manuscript if it is accepted. Please ensure you check all your citations for completeness, accuracy and consistency. Emerald's Harvard referencing style References to other publications in your text should be written as follows: • Single author: (Adams, 2006) • Two authors: (Adams and Brown, 2006) • Three or more authors: (Adams *et al.*, 2006) Please note, '*et al*' should always be written in italics. A few other style points. These apply to both the main body of text and your final list of references. • When referring to pages in a publication, use 'p.(page number)' for a single page or 'pp.(page numbers)' to indicate a page range.

	• Page numbers should always be written out in full, e.g. 175-179, not 175-9. • Where a colon or dash appears in the title of an article or book chapter, the letter that follows that colon or dash should always be lower case. • When citing a work with multiple editors, use the abbreviation 'Ed.s'. At the end of your paper, please supply a reference list in alphabetical order using the style guidelines below. Where a DOI is available, this should be included at the end of the reference.
For books	Surname, initials (year), *title of book*, publisher, place of publication. e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.
For book chapters	Surname, initials (year), "chapter title", editor's surname, initials (Ed.), *title of book*, publisher, place of publication, page numbers. e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp.15-20.
For journals	Surname, initials (year), "title of article", *journal name*, volume issue, page numbers. e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp.72-80.
For published conference proceedings	Surname, initials (year of publication), "title of paper", in editor's surname, initials (Ed.), *title of published proceeding which may include place and date(s) held*, publisher, place of publication, page numbers. e.g. Wilde, S. and Cox, C. (2008), "Principal factors contributing to the competitiveness of tourism destinations at varying stages of development", in Richardson, S., Fredline, L., Patiar A., & Ternel, M. (Ed.s), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp.115-118.