

ENCYCLOPEDIA OF HUMAN RESOURCES INFORMATION SYSTEMS: CHALLENGES IN E-HRM

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EDITORS

MANUSCRIPT ORGANIZATION AND SUBMISSION GUIDELINES

The following items and exact headings are necessary for submissions to the Encyclopedia:

Introduction

Provide a historical perspective regarding the subject of your manuscript.

Background

Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.

Main Focus of the Chapter

Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done, as it relates to your specific topic and the main theme of the book. **IMPORTANT NOTE:** This is the body of your manuscript. The heading should not read "Main Focus of the Chapter;" your heading should relate to the topic of your submission.

Future Trends

Discuss future and emerging trends on your manuscript's field of research. Provide insight about the future of the topic from the perspective of published research on the topic. If appropriate, suggest future research opportunities within the domain of the topic. This section does not have to be long, a paragraph or two will be acceptable.

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Provide discussion of the overall coverage of the topic in your manuscript and concluding remarks.

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Your manuscript should be fully referenced, and all discussions and arguments must be supported by current published research in scholarly publications. Your submission should be supported by at least 15-20 fully documented references.

Terms and Definitions

You are required to provide 7-10 terms related to the topic of your manuscript and provide clear and concise definitions for each term. Place your terms and their definitions at the end of the manuscript after the References section of your manuscript.

SUBMISSIONS MUST ALSO ADHERE TO THE FOLLOWING

Style

Submitted manuscripts must be written in the APA (American Psychological Association) editorial style. References should relate only to material cited within the manuscript and be listed in alphabetical order, including the author's name, complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. Please do not include any abbreviations. See the following examples:

Example 1: Single author periodical publication.

Smith, A.J. (2004). Information and organizations. *Management Ideology Review*, 16(2), 1-15.

Example 2: Multiple authors periodical publication.

Smith, A.J., & Brown, C.J. (2005). Organizations and information processing. *Management Source*, 10(4), J1-88.

Example 3: Books.

State author's name and year of publication where you use the source in the text.

See the following examples:

- ? Example 1: In most organizations, information resources are considered to be a major resource (Brown, 2003, Smith, 2004).
- ? Example 2: Brown (2005) states that the value of information is recognized by most organizations.

Direct quotations of another author's work should be followed by the author's name, date of publication, and the page(s) on which the quotation appears in the original text.

- ? Example 1: Brown (2004) states that "the value of information is realized by most organizations" (p. 45).
- ? Example 2: In most organizations, information resources are considered to be a major organization asset" (Smith, 2005, pp. 35-36) and must be carefully monitored by the senior management.

For more information please consult your library or contact Order Department, American Psychological Association, P.O. Box 2710, Hyattsville, MD 20784, for a copy of their Publication Manual of the American Psychological Association – 4th edition for APA style.

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