# Template for Authors of the IASSIST Quarterly

Karsten Boye Rasmussen[[1]](#endnote-1)

## Abstract

This is a template for authors of the IASSIST Quarterly (IQ); its purpose is to ease the processing of submissions to the journal. The template is in Microsoft Word format and can be used by the author by overwriting the content.

The content of the document demonstrates rules of formatting to be followed; these should not be difficult to follow, especially when you just type over the information in the document. If you have special requirements do not hesitate to contact the editor (kbr@sam.sdu.dk).

## Keywords

template, author, IASSIST Quarterly, journal submission

## Introduction

Authors of the IASSIST Quarterly (IQ) submit a paper by uploading on the IQ website (https://iassistquarterly.com) which is an Open Journal System supported by the University of Alberta. If you have not registered on the website you have to do that first. Submitted papers are expected in Microsoft Word document file format (or RTF or OpenOffice), and the current template document provides information about the style and form requirements.

An acknowledgement mail will be sent to the author after having submitted a paper for the IQ. Information about review of the article can be expected within 6 weeks.

Most important is that you are presenting something novel. A good start is ’So far as I am aware, very little work has been done on this subject´ (Frankfurt, 2005, p. 3). ☺

## The numbered list

When you are following the guidelines shown here this facilitates the processing of your submission.

### Basics

1. The top of the first page should contain the article title followed by the author's name / authors' names.
2. Further information about the author(s) such as affiliation, address and email should be included as a first end-note. There should always be contact information for at least one of the authors. The contact author is for readers to contact and does not have to be the same as the author that the editor is corresponding with. It is the responsibility of the corresponding author to inform co-authors about reviews etc.
3. Articles should begin with an abstract (max 250 words).
4. Keywords follow the abstract: 3-6 keywords of the author’s choice.
5. Articles are normally about 2000-7000 words.
6. Use the same font throughout the document. We are publishing on the web and sans serif fonts work best. We are using Calibri size 11 in text paragraphs.
7. Please refrain from use of bold or underline in the text paragraphs. Use of *italics* is not prohibited. (Underline is reserved for web links).
8. Use only one type of quotation marks and preferably the single quotation mark for both start and end: ‘like this‘.

### Headings

1. Headings are used for Abstract, Keyword, References, End-notes and the separation of text into sections.
2. Bold and larger size fonts are to be used in headings. Do not use more than two levels of headings and make the types of headings easily distinguishable by using bold&size14 (heading 1, only for the paper title) and bold&size13 (heading 2) and bold&size11 (heading 3).
3. Titles of headings can be numbered, with sequential numbering of lower level headings as well (e.g. ’1. Heading,’ ’1.1 Subheading’).

### Notes

1. Footnotes placed at the foot of the page are not used. Instead please use end-notes.
2. End-notes: authors are asked to use only numeric end-notes and to keep them to a minimum. The End-notes section should follow the References section. If you by mistake have made footnotes these can in Microsoft Word be turned into end-notes.

### References

1. Bibliographic citations should be consistent in style following the Harvard standard (author, year) in the text paragraphs. You can google many instructions for this standard e.g. the [instructions](http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/harvard/)[[2]](#endnote-2) from the University of Stafford came up first on the result list.
2. The list in the References section should be sorted by author and year. Machine-readable data files should also be cited in the References section.
3. If a reference is a proper paper but on the web with author(s) and year it should be listed under References and e.g. as (Bosak, 1997) in the text and with the URL under References.
4. Wherever possible, references must be accompanied by a digital object identifier (DOI) link (i.e., http://dx.doi.org/10.xxxx/xx.xxxx). If needed, authors are encouraged to use the DOI lookup service offered by CrossRef: <http://www.crossref.org/guestquery>.

## Embedded web-links

1. As the IQ is available online, authors are encouraged to have links in the article. However, be cautious as deep links to other websites are not always permitted e.g. a link directly into a paper of another journal. References to a paper should be in the Harvard style.
2. A link in the text can be embedded as ’[Minutes](http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html)‘ in the text. Here however, we will need more information because the IQ might be printed. Therefore there should be a note number like: ’[Minutes](http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html)[[3]](#endnote-3)’, and the End-note section should contain the full link e.g. ’3. http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html‘.

## Illustrations, tables and figures

1. The Word file may include graphics and tables.
2. Illustrations, figures, and tables are placed within the text at the appropriate points (rather than at the end).
3. Pictures are presented in colors. Be aware that some readers might print your paper in black and white.
4. Use TIFF or JPEG formatted files at the best possible resolution.

## Final

1. You are advised to have a look at the finished versions of articles on the IASSIST Quarterly website.
2. Hopefully, the review process will give the author(s) useful hints to improve the article. Review notes may also include suggestions for changes to the language as a service to especially non-native English writers.

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Your contribution will be available at the IASSIST Quarterly website when announced on the IASSIST list server.

## References

Bosak, Jon (1997) ‘XML, Java, and the future of the Web’, (Available at http://www.xml.com/pub/a/w3j/s3.bosak.html)

Frankfurt, Harry G. (2005) ‘On Bullshit’, Princeton University Press, Woodstock.

1. ## End-notes

   Karsten Boye Rasmussen is the editor of IASSIST Quarterly. He is an associate professor of organization and IT at University of Southern Denmark and can be reached by email: kbr@sam.sdu.dk. (version: April 2018) [↑](#endnote-ref-1)
2. http://www.staffs.ac.uk/support\_depts/infoservices/learning\_support/refzone/harvard/ [↑](#endnote-ref-2)
3. http://www.ddialliance.org/DDI/committee-info/minutes/2003-02-08.html [↑](#endnote-ref-3)