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## Authors Guidelines

### Types of Manuscripts

IJCER publishes only regular research articles that contain between 4,500 and 8,000 words including everything (e.g., abstract, bibliography, footnotes, endnotes, tables, appendixes, and bios).

### The Review Process

Each manuscript is reviewed by the editor and, if it is found basically suitable, it is sent to three external referees for peer review. Based on the referees recommendations, as well as consultation with the Editorial Board members, the editorial team decides whether the manuscript should be accepted as is, revised or rejected.

### Referencing

Please use in-text citation between parentheses: name of the author, year of publication and, if applicable, page number, e.g.:

- (Elkington, 1999: 15)
- (Allen and Qian, 2005; Bennet *et al.*, 1999)
- (Rousseau, 1998a; 1998b).

A complete alphabetical list of references should be added at the end of the manuscript. Referencing style in the bibliography should be as follows:

#### *Book titles by a single author:*

- Deutsch, M. (1973). *The resolution of conflicts: Constructive and destructive processes*. New Haven: Yale University Press.
- Kelman, H. (1996). The interactive problem-solving approach. In C. Crocker & F. Hampson (Eds.), *Mediation in international relations* (pp. 191-237) . London: Macmillan.

#### *Book titles by two or more authors:*

- Alfini, J., Press, S.B., Sternlight, J. & Stulberg, J. (2006). *Mediation theory and practice*. Los Angeles, CA: LexisNexis.

#### *Articles in a journal:*

- Avruch, K. & Black, P. (1987). A 'generic' theory of conflict resolution: A critique. *Negotiation Journal*, 3(1), 87-96.

## Websites

- Available at: <[www.sustainability.com/library/rate-the-raters-phase-four](http://www.sustainability.com/library/rate-the-raters-phase-four)> (last accessed 1 January 2013)
- Available at: <<http://ssrn.com/abstract=1870727>> (last accessed 1 January 2013)
- Only add 'http://' when a website does not start with 'www.' If possible, mention when the website was last visited: (last accessed: (date))

## Abstract, Keywords, Title and Bio

Authors are requested to submit a short abstract of their manuscript, keywords and their affiliation. This information will also feature on IJCER website.

### *Structured Abstract*

An abstract is a short summary of the manuscript (maximum 200 words), and it is important to prepare it properly in order to increase the dissemination of the manuscript, if published. Therefore, use the most relevant keywords that will promote tracing your article in Internet searches. Moreover, the abstract should be written concisely and clearly and address at least four of the following seven in-text sub-headings:

Background (mandatory)

Purpose (mandatory)

Design/methodology (mandatory)

Empirical Findings (if applicable)

Theoretical Findings (if applicable)

Practical implications (if applicable)

Originality/value (mandatory)

### *Keywords*

Please send about five keywords that give an overview of the article. Use the most relevant keywords that will promote tracing your article in Internet searches. Put yourself in the position of someone researching in your field: what would you look for? Can use any of the current "buzzwords".

### *Title*

Write a title for your manuscript which includes the most important keywords and demonstrates the significance of your research. Use a title that is unambiguous and clear in both its meaning and its syntax.

Good examples:

- "A framework for transportation decision making in an integrated supply chain"
- "Organizational change and development: the efficacy of transformational leadership and training"
- "Consumer perception of organic food production and farm animal welfare"

These titles make sense as sentences; they introduce the content of the article and contain the main words and phrases that readers will search on (Emerald Group Publishing).

## *Bio*

Please add a 2-3 sentence bio of each of the authors (it is possible to include their email addresses or websites).

## **The Submitted Files**

Two files (spacing 1.5 or double, font 11 or 12) should be submitted: Title Page and Manuscript (including appendixes).

The Title Page should include, in this order:

1. Title of manuscript (see above)
2. Name(s) of the author(s), affiliation(s), and email address of the corresponding author (in case there is more than one author)
3. About five key words (see above)
4. Short bio (see above)
5. Acknowledgements

The Manuscript should include, in this order:

1. Title of manuscript
2. Structured abstract (see above)
3. Main text
4. Appendixes (e.g., figures and tables)
5. References

## **Spelling**

Spelling follows the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. If there is a choice we prefer the endings -ize and -ization as opposed to -ise or -isation.

## **Footnotes**

Please use footnotes and not endnotes.

## Headings and Subheadings

Authors may use up to four levels of headings. All nouns, verbs and adjectives should begin with capital letters.

## Citations

Please use double quotation marks for citations.

### *Length of quotation*

Quotations of less than 30 words are to be included in the main text, between double quotation marks. Larger quotations begin on a new line, with a white line above and below to separate them from the text; it should be indented left and right; should be in small type; and it should not be placed between quotation marks.

### *Quote within a quote*

Use single quotation marks for a quote within a quote.

## Figures and Tables

Figures and tables should always be numbered consecutively and need to have a title. Please always refer to the number of the table or figure in the text.

## More Information

For more information, please see a [sample article of IJCER](#), or contact IJCER editorial team at [journal.ijcer@biu.ac.il](mailto:journal.ijcer@biu.ac.il).