

Information for Contributors

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Journal of Management Information Systems is a top-ranked refereed quarterly journal intended to provide an integrated view of the entire field of MIS. It serves the needs of researchers as well as practitioners and executives managing the information resource.

The journal accepts empirical and interpretive submissions that make a significant novel contribution to the field of management information systems. Such contributions may present:

- experimental, survey-based, or theoretical research of the structure, development, or utilization of information systems, relevant to the progress of the field;
- paradigmatic designs and applications;
- analyses of informational policy making in the organizational, national, or international setting;
- investigations of social and economic issues of organizational computing.

Submission of Manuscripts

Manuscripts should be submitted to

Dr. Vladimir Zwass

Editor-in-Chief, *Journal of Management Information Systems*

at jmis@fdu.edu

Submission Guidelines

The address for submission is: jmis@fdu.edu

The subject line should be "JMIS Submission".

1. Original submission

The submission should be made as an attachment to the email, along with a separate cover letter furnished as another attachment.

The paper to be sent for a double-blind review should be provided in the MS Word or PDF. The paper and the file should be *fully anonymized* so that the authors are not identified anywhere in the work. Self-references may be, however, left in the reference list. All figures, tables, etc., should be included at the end of the paper, in the same file. Their placement should be indicated in the text. When a survey instrument is used, but not included in the paper, it should be provided for the benefit of the referees as a separate anonymized attachment.

The cover letter should provide full affiliation, the postal and e-mail addresses, and telephone number(s) of the authors, with the corresponding author indicated. Brief biographical statements of all authors should be included. The cover letter should include the title page of the paper, with the names and affiliations of all the authors. The title page should acknowledge any funding sources

Every manuscript should contain an abstract (up to 150 words), and a set of key words and phrases to serve as indicators of the paper's content. No citations should be included in the abstract.

The text should be in 12-point typeface, double-spaced, and left-justified. The pages should be numbered.

The length of the complete MS should generally not surpass 40 pages, unless there is a persuasive justification provided in the cover letter. The intention to shorten the paper at later time is not a persuasive justification.

Optionally, non-conflicting reviewer nominations can be made. These may be taken into account when the reviewer panel is appointed.

Submission of a paper to *JMIS* is a certification by the authors that the manuscript is not copyrighted, and is not and will not be under a simultaneous review by any other journal or proceedings.

2. Revisions

Revised papers should follow the above guidelines. In addition, they should contain the responses to the reviewers, each in a separate file. All the files should be anonymous.

3. Accepted papers

The final submissions should be made in an editable format, preferably MS Word.

When acceptance is received, the authors should mail two complete printouts of the paper, including the bio sketches and the full postal address information (for complimentary copies), along with a CD/diskette with these complete contents to:

Dr. Vladimir Zwass
Editor-in-Chief
Journal of Management Information Systems
19 Warewoods Road
Saddle River, NJ 07458
USA

References

The reference list should be provided at the end of the paper. The references should be arranged alphabetically according to the name of the first author or editor, and numbered. Citations in the text, referring to this list, should be made as numbers in square brackets, e.g., [9].

References should be provided as follows:

References to items in periodicals

These should take the form: author(s), title, journal (italicized or underlined), volume and issue numbers, date, inclusive pages. For all authors, last names are given first; likewise for editors, with the names followed by "(ed.)". The name of the last author ends with a period. More than two authors (but not editors) are separated by semicolons. The title has only the first word and proper names (or their derivatives) starting with capital letters, and it ends with the period. The date is given in parentheses.

Example:

9. Davamanirajan, P., Kauffman, R.J., Kriebel, C.H., and Mukhopadhyay, T. Systems design, process performance, and economic outcomes in international banking. *Journal of Management Information Systems*, 23, 2 (Fall 2006), 65-90.

References to Books, Chapters, and Conference Proceedings

Author(s) are specified in the same style as for periodicals. In the title, all principal words are capitalized and the title is italicized or underlined. The title ends with a period and is followed by city, ":", publisher, year.

Example:

33. Davenport, T.H. and Harris, J.G. *Competing on Analytics: The New Science of Winning*. Boston: Harvard Business School Press, 2007.

References to book chapters take this form: authors, title, "In," names of the editors, "(ed./eds.)", title of the book (all principal words capitalized and the entire title italicized or underlined), city, ":", publisher, year, "pp." inclusive pages. Note the need to include page numbers.

Reference to publications in conference proceedings should be made in a similar fashion as to the book chapters, with the full name of the conference italicized. Page numbers are necessary.

Figures and Tables

In preparing an accepted manuscript for publication, figures should be submitted as original drawings, complete, and ready for photo-reproduction. Tables submitted as cleanly printed copy may also be reproduced photographically. All lettering and figure elements should be large enough to be readable when the figure has been reduced to fit the journal page. All figures and tables must be specifically referred to in the text. All figures and tables should have brief, descriptive captions. Capitalization should be consistent.

Proofs and Reprints

Authors will receive page proofs of their papers, which should be returned to the publisher within three working days. Each author will receive a free copy of the issue in which his or her paper appears. Additional copies of the journal and/or reprints may be ordered at the time the proofs are returned.