

Decision Sciences Journal of Innovative Education

STYLE GUIDELINES AND SUBMISSION REQUIREMENTS

Please review all guidelines and revise your manuscript as needed to comply with *DSJIE*'s style and submission requirements. Failure to meet these requirements may lead to significant delays, as they cause reviewers, editors, and staff to take on additional work to complete the processing of your manuscript. In some cases, the editor may return the manuscript for editing before considering the manuscript as an official submission to *DSJIE*. Issues that need further clarification should be referred to the editor of *DSJIE* at dsjie.editor@gmail.com.

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PUBLICATION REQUIREMENTS

Authors submitting a manuscript to *DSJIE* for publication consideration must certify that

- The manuscript has not been previously submitted to *DSJIE* for review.
- The manuscript is not currently under review at another journal nor will be submitted for review by another journal while under review at *DSJIE*.
- None of the contents of the manuscript have been copyrighted, published, or accepted for publication by another journal.
- Appropriate citations and/or attributions for the work of others have been given.
- All working papers, prior drafts, and/or final versions of submitted manuscripts that are posted on websites will be taken down during the review process.

Work that has been previously presented at conferences and/or published in conference proceedings may still be submitted to DSJIE. However, the work submitted should be substantively different and make a new contribution.

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SUBMISSION FORMAT

All manuscripts must be submitted electronically through manuscript central:
<http://mc.manuscriptcentral.com/dsjie>.

While *DSJIE* may consider exceptions, the expectation is that research articles **will be no more than 30 double-spaced pages including references, appendices, tables, and figures**. Teaching briefs will in general be shorter. All manuscripts should be double-spaced in 12-point Times New Roman font with consecutively numbered pages. Page numbers should be continued through the manuscript, including for pages of references, appendices, tables, and figures. Allow margins of one inch on all four sides of every page.

Authors must take care NOT to include any author identifying information in any manuscript element other than the title page. Before submission, authors must eliminate any author identifying information from File or Document Properties, or Document Metafile areas.

Authors' biographical and professional information will be requested if a paper is accepted for publication, and should not be provided in initial submissions. When submitted with final, accepted versions, the biographical information should be limited to 150 words.

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TITLE PAGE

To maintain a double-blind review, the title page must be prepared and submitted as a separate document from the main body of the manuscript. In addition to the title of the manuscript, the title page must include the authors' names, affiliations, postal addresses, and e-mail addresses. Acknowledgements should appear at the bottom of the title page.

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MAIN BODY OF THE MANUSCRIPT

The manuscript's main body should include in the following order:

- Title
- Abstract
- Main-body text of the manuscript
- References
- Appendices
- Tables
- Figures

The first page of the main body should include the title in boldface capital-and-lower-case letters followed by an abstract of no more than 250 words. The abstract must clearly and succinctly convey the manuscript's subject matter, significance, and contribution. It should be written to generate interest in the manuscript.

NO AUTHOR IDENTIFYING INFORMATION SHOULD APPEAR IN THE MAIN BODY OF THE MANUSCRIPT.

The main body of a revision or response to a conditional acceptance must not include reference to the revision number. This information should be confined to the title page.

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HEADINGS

Major or first-level headings should appear in **BOLDFACE CAPITAL LETTERS** throughout the manuscript. Most manuscripts will have four to six major headings. Second-level headings should be typed in boldface **Capital-and-Lower-Case Letters**. Third-level headings should be in *Boldface italic letters* beginning with the first word capitalized and the remaining words in lower-case letters. All headings and subheadings are to be left-justified.

The first word of the first paragraph following any heading or subheading should be left-justified. The first word of subsequent paragraphs should be indented.

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MATHEMATICAL NOTATION

All equations should be set on separate lines, centered, and numbered consecutively in sequential Arabic numbers (1, 2, 3, ..., etc.) in parentheses that appear flush with the right margin of the page. All mathematical functions and variables (not numbers or symbols) in equations, formulas, and notations should be in regular italic type, and not boldface. All power variables and sub-variables should be in regular italic type.

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APPENDICES, TABLES, AND FIGURES

Appendices, tables, and figures should be placed in that order **in the main body file** after the references. Appendices, tables, and figures should clarify and supplement the text, and not duplicate what is already stated in words. Appendices and tables should be used when data can be presented more economically in this form than in narrative form. Visual representations of the manuscript's concepts should be labeled as figures.

Appendices should be consecutively lettered with upper-case letters from the beginning to the end of the article, and should appear on separate pages from the text after the references and before the tables and figures. Appendix notations are to appear with both the appendix letter and

the appendix title in upper-case boldface type starting with the word, “APPENDIX,” followed by the appendix letter, followed by a colon, followed by the appendix title. The appendix letter and title should be left-justified on the page as in the following:

Example: **APPENDIX A: RESEARCH VARIABLES AND MEASURES**

References for citations made in the appendices should be provided in the main reference list.

Tables and figures should be consecutively numbered in Arabic numerals from the beginning to the end of the article and should appear on separate pages from the text after the reference list. Table and figure notations appear with boldface type for the word Table or Figure and the table or figure number, followed by a colon. The table or figure title should be in regular type with the first word capitalized and the remaining words in lower-case letters. The table or figure number and table or figure title should be left-justified on the page as in the following:

Example: **Table 1:** Measurement items.

The position of the table or figure on the page should be as follows:

Insert Table/Figure Here

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FOOTNOTES AND ENDNOTES

DSJIE does not allow the use of footnotes or endnotes within the text of the manuscript. However, footnotes to tables are allowed and should be used to explain the designations of the table, such as columns or row headings. Each footnote to a table should be designated by a superscript lowercase letter beginning with the letter “a.”

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ABBREVIATIONS AND ACRONYMS

First use of a term for which an acronym will be used must be written out and followed by the acronym in parentheses. The acronym should be used in all subsequent text mentions.

Example: The approach relies on the use of an agent building shell (ABS)...

Text use of terms like “for example,” “that is,” and similar terms should be written out when outside of parentheses.

Example: A particular interval method makes it possible to use, for example, some

measurable attribute.

When inside parentheses, the terms should be abbreviated.

Example: A particular interval method makes it possible to use some measurable attribute (e.g., money).

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SPECIFIC USAGE AND STYLE

In non-mathematical-notation text, numbers zero through ten should be written out, and those over ten should be presented as numerals, except where mathematical expressions are used.

Examples: We gave points in multiples of three, six, and 12.
Demand for classes 1 to $(j-1)$ proves to be greater than q .

In a series, use a comma before the word “and.”

Example: We gave points in multiples of three, six, and 12.

Items listed in a series and emphasized with outline/series terms in parentheses, should be preceded by the terms (i), (ii), (iii)..., etc., or should be listed with bullets. Use of (1), (2), (3)..., etc., must be limited to text references to equations. Use of (a), (b), (c)..., etc., must be limited to text references to propositions.

Example: There are three ways the Internet is unique: (i) The Internet is a many-to-many communication model; (ii) the concept of engagement is important, and (iii) consumers on the Internet engage in behavior that is goal-directed or experiential.

Example: There are three ways the Internet is unique:

- The Internet is a many-to-many communication model
- The concept of engagement is important
- Consumers on the Internet engage in behavior that is goal-directed or experiential.

The percent sign (%) should be used with numbers rather than the word “percent” unless at the beginning of a sentence.

Examples: Over half (50.96%) of our participants....
Fifty-three percent of our sample reported...

Simple mathematical equations should be presented in parentheses to ensure accurate readability.

Example: Demand for classes 1 to $(j-1)$ proves to be in excess of q .

Proper hyphenation must be used for adjectives versus nouns.

Example: This is a willingness-to-pay model.
This is an example of the customer's willingness to pay.

Numbers for hypotheses should be presented in italics as *H1, H2, H3, ...Hn* (and may include designations for a, b, c, etc., if necessary). Follow each number by a colon and the hypothesis. Indent hypotheses ½ inch from each margin, and align the text vertically.

Example: H1: Cost efficiency capability is positively associated with market-based performance.

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REFERENCES TO AUTHORS IN TEXT

All mentions of authors in the body of the text should be in the format Author's Last Name (Date).

Example: Schaffer (1985) uses the theory....

Mentions of multiple authors in the body of the text should include the word "and" rather than an ampersand.

In the case of two authors, the mention should be in the format 1st Author's Last Name and 2nd Author's Last Name (Date).

Example: Brown and Sambamurthy (1999) noted in their work....

In the case of more than two authors, the mention should be in the format 1st Author's Last Name, . . . , and nth Authors Last Name (Date).

Example: Vollman, Berry, and Whybark (1997) proved that...

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CITATIONS

Citations should not include page numbers unless the citation refers to a direct quotation.

All citations made to references should be in the format (Author's Last Name, Year). Year represents the year of publication.

Example: (Schaffer, 1985)

Multiple citations should appear in order from earliest to latest dates of publication, and then alphabetized by the first author's last name. Utilize a semi-colon between each citation.

Example: (Schaffer, 1999; Smith, 1999; Barney, 2004)

Multiple references to work by one author or a group of authors with the same year of publication should be differentiated with the addition of small letters (a, b, etc.) after the year.

Examples: 1st citation: (Zitzler, 1999a)
2nd citation, different work: (Zitzler, 1999b)

Or

1st citation: (Vollman, Berry, & Whybark, 1997a)
2nd citation, different work: (Vollman, Berry, & Whybark, 1997b)

In the case of a publication written by more than one author, the last two authors' names in a citation should be joined with an ampersand (&).

Examples: (Brown & Sambamurthy, 1999)
(Vollman, Berry, & Whybark, 1997)

Once a multiple author citation has been used, subsequent citations of that publication can be referred to using first author last name et al., date.

Examples: 1st use of citation: (Vollman, Berry, & Whybark, 1997)
2nd use of citation: (Vollman et al., 1997)

Never use the word "See" in a citation.

Examples: This is an example of what not to do (See Smith, 2005)
The correct approach is provided (Smith, 2005)

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REFERENCES

Authors are responsible for the accuracy of their reference lists. Be sure you have a complete reference for each citation, and a citation for each reference. References should follow these style guidelines:

- References should be listed at the end of the manuscript alphabetically by the last name of the first author. If there is no indication of an individual author, use the editor, corporate author, or periodical name. References should be left-justified, and entries should be separated by double spacing.

- All book/article/chapter/dissertation/website titles should be provided with the first letter of the first word of the title in upper case and the other words in lower case.
- All book names and dissertation titles should be provided in italics.
- All periodical and newspaper names should be provided in italics with the first letter of every word capitalized.
- In article titles, the first word following a colon should be capitalized.
- In the case of two or more cities and states/countries of publication, indicate each in alphabetical order, separated by semicolons.

Example: ...London, UK; New York, NY: Routledge,...

Books

Single author: Author's last name, first initial. middle initial. (year). *Book title*. City, State of publication: Publisher.

Example: Bollen, K. A. (1989). *Structural equations with latent variables*. New York, NY: Wiley.

Multiple authors: First author's last name, first initial. middle initial., & Second author's last name, Second author's first initial. middle initial. (year). *Book title*. City, State of publication: Publisher.

Example: Brown, C. V., & Sambamurthy, V. (1999). *Repositioning the IT organization to facilitate business transformation*. Cincinnati, OH: Pinnaflex Press.

Example: Silver, E. A., Pyke, D. F. & Peterson, R. (1998). *Inventory management and production planning and scheduling*. New York, NY: John Wiley & Sons.

Later edition: Author's last name, first initial. middle initial. (year), *Book title (edition number)*. City, State of publication: Publisher.

Example: Nunnally, J. C. (1978). *Psychometric theory (2nd ed.)*. New York, NY: McGraw-Hill.

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Chapters in Books

Chapter author's last name, first initial. middle initial. (year). Chapter title. In book editor's first initial. last name, (Ed.), *Book title*. City of publication: Publisher, pages x-y.

Example: Winter, S. A. (1987). Knowledge and competence as strategic assets. In D. J. Teece (Ed.), *The competitive challenge: Strategies for industrial innovation and renewal*. Cambridge, MA: Ballinger, 159-184.

Example: Zeithaml, V. A. (1981). How consumer evaluation processes differ between goods and services. In J. H. Donnelly, & W. R. George (Eds.), *Marketing in services*. Chicago, IL: American Marketing Association, 186-199.

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Periodicals

Author's last name, first initial. middle initial (year). Article title. *Periodical Title*, *Arabic Volume Number x* (Arabic Issue Number y), pages x-y.

Example: Barney, J. B. (1991). Firm resources and sustained competitive advantage. *Journal of Management*, 17(1), 99-120.

Multiple authors should be listed with the last two authors' names separated by a comma and an ampersand (&).

Example: Jeuland, A. P., & Shugan, S. M. (1983). Managing channel profits. *Marketing Science*, 2(3), 239-272.

Example: Bourland, K. J., Powell, S. A., & Pyke, D. M. (1996). Exploiting timely demand information to reduce inventories. *European Journal of Operational Research*, 92(2), 239-253.

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Newspapers

Author's last name, first initial. middle initial (year). Article title. *Periodical title*. Month Arabic Day, pages x-y.

Example: van Ryzin, G.J. (2000). The brave new world of pricing. *The Financial Times*. October 16, 6-7

Example: Baker, J. A., & Bustamonte, M. T.(2004). Dynamic pricing. *The Wall Street Journal*. May 4, 8.

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Unpublished Papers, Dissertations, and Presented Papers

Author's last name, first initial. middle initial. (year), *Title of paper / dissertation / presented paper entry*. Definition of type (e.g., doctoral dissertation), affiliation (e.g., Arizona State University, City, State/Country).

Example: Zitzler, E. R. (1999). *Evolutionary algorithms for multiobjective optimization: Methods and applications*. Doctoral dissertation, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland.

Example: Seidmann, A. V., & Soundararajan, A. R. (1997). *Competition, contracting, and coordination costs: Critical analysis of logistics information sharing models*. Presentation made at the Multi- Echelon Inventory Conference, New York University, New York, NY.

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Proceedings, Published Reports, Monographs, and Specific Editions

Author's last name, first initial. Middle initial. (year). Proceeding/Report/Monograph title. *Proceedings of the Conference Name*, City, State: Publisher, pages x-y.

Example: Schaffer, J. D. (1985). Multiple objective optimization with vector evaluated genetic algorithms. *Proceedings of the First International Conference on Genetic Algorithms*. Hillsdale, NJ: Lawrence Erlbaum Associates, 93-100.

Example: Christy, D. P., & Nandkeolyar, U. M. (1986). A simulation investigation of the design of group technology cells. *Proceedings of the 1986 Annual Meeting of the Decision Sciences Institute*, Atlanta, GA, 22-32.

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Websites and URLs

Author's last name, first initial. middle initial. (year). Title of reference, accessed month day, year, available at [Insert URL here](#).

Example: Bitpipe (2004). Readership and usage of white papers by corporate and IT management, accessed July 14, 2004, available at http://itresearch.forbes.com/detail/RES/1079371988_689.html&src=FEATURE_S_POTLIGHT.