

INFORMATION FOR AUTHORS AND MANUSCRIPT TEMPLATE (FORMATTING REQUIREMENTS)

Section 1: Information for Authors

The International Journal of Emerging Technologies and Society (iJETS) is an interdisciplinary publication. Manuscripts are accepted from researchers in the social and behavioural sciences and the humanities, including psychologists, sociologists, philosophers, political scientists, economists and media specialists. Contributions are also invited from those in the physical and life sciences with a concern for the social implications of science and technology.

iJETS is published online twice a year, in May and October. Journal submissions are peer reviewed by anonymous referees. Manuscripts submitted for publication should be original and should relate to the social shaping of emerging technologies, and/or the social, behavioural, political and ethical implications of emerging technologies. Manuscripts **must not** be under consideration by any other publication or have been published elsewhere.

Journal articles published in iJETS will be included in the Commonwealth Department of Education, Science and Training's Register of Refereed Journals (DEST 2002). iJETS is archived by the National Library of Australia.

The editors aim to return editorial decisions on articles in around **eight weeks** from submission. **Articles that do not conform to the requirements outlined below will not be considered for publication.**

How Do I Submit My Manuscript?

Manuscripts should be submitted electronically by email to ijets@swin.edu.au

A covering letter or e-mail should be included with the manuscript, providing the name and contact details of the author(s), including the mailing address, phone, fax, e-mail, and institutional affiliation.

The Basic Requirements for Publication

Format

Manuscripts should be between 4000 to 7000 words in length and in Arial type font size 11. Manuscripts should be SINGLE-spaced and justified. Authors should see the second half of this document entitled "Formatting Requirements" as an aid to preparing their articles. There should be no additional formatting such as shading and borders, and footers should contain page numbers only. Prior to submitting documents, authors should perform spelling and grammar checks, and ensure that 'Track Changes' is turned off. The author should also indicate the name and version of all software used, which should be compatible with Microsoft Word, version 97 and above. Please include a word count on the abstract page.

All submissions must contain the following details.

Title

The title should be accurate, concise and informative to a general reader. It is important to remember that abstracting services depend heavily on the accuracy of the title. Therefore a concise titled paper will reach its intended audience.

Abstract

The abstract should: (1) be written in the past tense (2) state the principal objectives and scope of the investigation (3) describe the methods employed (4) summarise the results (5) state the principal conclusions and (6) should indicate up to five or six keywords.

Sections

The document should contain a number of sections relevant to the research being described. As a *general* guide these would include Introduction, Materials and Method, Results, Discussion, Conclusion, References and Acknowledgements.

Details for formatting of section headings is contained in the second half of this document entitled "Formatting Requirements".

Materials and Method Section

If the publication contains a materials and method section, the design should be described in enough detail that a competent colleague could reproduce the experiment. Be precise. If utilising a sample of people, describe how the sample was sourced, the number of participants, as many demographic details as necessary, response rates, and if payment for participation was given. Include information regarding any materials used.

Results Section

If the publication contains a results section, only present data pertinent to the research questions. If only a few determinations are to be presented, they should be treated descriptively in text. If statistics are used to describe the results, they should be explained in plain English which is clearly and simply stated.

Tables and Figures

Figures and tables must be submitted as separate Excel or Word files, and pages should be formatted in portrait and compatible with the Word manuscript. Tables and figures should be numbered so that their position in the text is clear, for example: see Table 1. Tables should be comprehensible and include a precise title where any unit of measurement or variables of interest are clearly identifiable. Each table should be saved in a separate file with a note inserted to signal the relevant location in the text where the table should appear. For example: [Table 3 about here].

Quotations

Single quotation marks should be used, except where a quote occurs within a quote. Quotations of longer than 20 words should appear in a separate paragraph, without quotation marks and indented 1cm from the left and right margins. References for these quotes should be included at the end of these block paragraphs. Please see the "Formatting Requirements" for further details.

Footnotes / Endnotes

Please do not use Footnotes throughout the article. Endnotes should be kept to an absolute minimum, and restricted to substantive observations only. Do not use *ibid*, *op*, *cit*, or *loc*, *cit*.

When using Endnotes they must be inserted serially at the end of the article, before the reference list and acknowledgements.

Acknowledgements

Authors may include acknowledgements at the end of the article, after endnotes and references, under a section heading 'Acknowledgements'.

Biographical Note

A brief biographical note of up to 50 words about each author should be included on a separate page. A biographical note might include the author's professional affiliation, their research interests and perhaps the title of their latest book. An email address for publication should also be included. See past issues for some ideas on what to include.

Style

Writing for a Broad Audience

Given that iJETS is an interdisciplinary publication, contributors need to use a clear and direct writing style, intended for a general audience. Authors should avoid unnecessarily complicated and specialist language and instead use terms that readers from different disciplines can understand. Please do not use abbreviations of words such as 'i.e.', 'e.g.', 'etc'. Use full terms such as 'that is', 'for example' and 'etcetera'.

Citation Style

iJETS follows the Harvard system of referencing. Please prepare your manuscript using this style as outlined by the Swinburne University Library http://www.swinburne.edu.au/lib/researchhelp/harvard_system.htm

Reference List

All sources cited in the text should appear in an appendix entitled 'References'. References must be listed alphabetically by author(s), with the year of publication provided, beginning with the most recent year. Names of all authors and editors must appear in the reference list. The term 'et al.' must not be used. Always use an ampersand in the list (&), rather than 'and' to separate the names of authors. Titles of books and journals should be in italics.

Articles accessed online may be hyperlinked in the reference list. However URL's should not be included in the text of the paper. The web address and last date accessed should be included.

Copyright Information

As the author of the article, you retain copyright in your published paper. It is the author's responsibility to obtain copyright clearance for any copyrighted material contained within their article.

In order for your article to be distributed as widely as possible, you grant an irrevocable non-exclusive license to the International Journal of Emerging Technologies & Society (iJETS) (the Journal) to publish the article including the abstract in printed and electronic form, in all languages. The article is deemed to include all material submitted for publication with the exception of letters, and includes the text, figures, tables, author contact details and all supplementary material accompanying the article.

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Prior to Acceptance

We ask that as part of the publishing process you acknowledge that the article has been submitted to the Journal. You will not prejudice acceptance if you use the unpublished article, in form and content as submitted for publication in the Journal, in the following ways:

- Sharing print or electronic copies of the article with colleagues
- Posting an electronic version of the article on your own personal website, on your employer's website/repository, and on free public servers in your subject area

Further information is available from the iJETS Author/Publisher Agreement Form which will be distributed to author/s upon acceptance of an article for publication.

Section 2: Manuscript Template (Formatting Requirements)

The following information is provided for the benefit of authors. All formatting requirements should be adhered to. The requirements are set out in an article format, which begins on the following page.

The first page would thus appear as Title, followed by Abstract and Keywords.

Manuscript Template and Formatting Requirements

Abstract

An abstract of the article containing a maximum of 150 words should be supplied here. The abstract should be one paragraph with single line spacing with justified text. The heading "Abstract" should be 16 point, bold, with one line space below it and paragraph formatting of 12 pts before and 6 pts after (go to Format, Paragraph, Spacing). The abstract itself should be SINGLE-line spacing, justified, Arial, 11 font, with paragraph formatting of 6 pts before and 6 pts after. The abstract should: (1) be written in the past tense (2) state the principal objectives and scope of the investigation (3) describe the methods employed (4) summarise the results (5) state the principal conclusions and (6) should indicate up to five or six keywords (see examples below).

Keywords: Emerging Technologies – Society – Behavioural – Political – Ethical

Word Count: 4,790 words

The second page commences with the Title followed by the text (see over page).

Article Title (Title Case, Arial, Bold, Size 16 font)

Section Headings (Title Case, Arial, Bold, Size 14 font)

Here are some hints for the preparation of manuscripts. Manuscripts should be 4000 to 7000 words in length. Please ensure that 'Track Changes' is turned off. All articles should be single-line spaced, justified, using Arial, size 11 font. Do not indent the first line of each paragraph. All paragraphs should be formatted with 6 pts before and 6 pts after (go to Format, Paragraph, Spacing).

To ensure the correct spacing for iJETS letterhead and copyright statements, please ensure the document conforms to the following specifications: go to File, Page Setup and input the dimensions Top = 3.5 cm, Bottom = 3.7 cm, Left = 2.5 cm, Right = 2.5 cm, Gutter = 0 cm, Gutter position = left.

Section headings (as in Introduction, Materials and Methods, Results, Discussion, Conclusions and so on) should be as indicated above (Title Case, Arial, Bold, Size 14 font with the following paragraph spacing: 12 pts before and 6 pts after). Other level headings are detailed below.

Second Level Headings (Title Case, Arial, Bold, Size 11 font, 12 pts before and 6 pts after)

Third Level Headings (Title Case, Arial, Bold, Italic, Size 11 font, 12 pts before and 6 pts after)

Fourth level headings are underlined in sentence case

In the event that fourth level headings are required, they should be in sentence case, Arial, bold, size 11 font, 12 pts before and 6 pts after.

Do not at any stage include author(s) names or any other identifying information. This will be done upon acceptance of the article. When preparing your submission, please include a separate word document that contains the title of the paper, the names and affiliations of all authors, and their email addresses. Short biographies for each author (up to 50 words each) should also be supplied. See past issues for some ideas on what to include.

When quoting from other authors, include such quotes in the text in the following manner: "looking for love, intimacy, friendship and sex has become a highly popular activity" (Henry-Waring & Barraket 2008: 15). Quotes that are longer than 20 words should be indented and justified as shown here:

PhD candidates, like all researchers, have of course always kept notebooks, lab books and field notes (Halavais 2006). These documents have generally been used to record the development of the disciplinary project that is the subject of the thesis, not to record the process of the PhD itself, the project of the self – just as the thesis has not often been seen as the product of and part of the process of the subjectivity of its writer. However, in the last few years, increasing numbers of PhD candidates have created a new kind of text: weblogs or blogs, to record their lives, their thoughts, and their own process (Ward & West 2008: 64)

Always remember to include page numbers with references where appropriate.

Results

All figures and tables should be numbered sequentially: Table 1, Figure 1 and so on. Authors should not, however, insert the figures and tables into the article. All tables and figures should be included in separate documents and placeholders included in the text like this:

[Figure 1 about here]

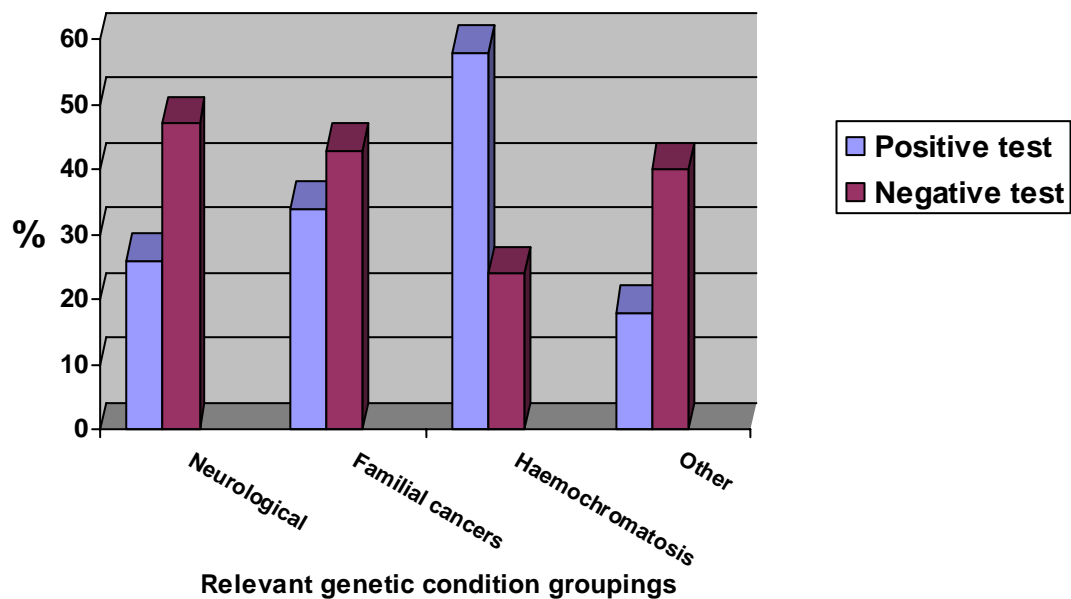


Figure 1. Percentage of positive and negative genetic test results for respondents according to genetic condition groupings of relevance.

[Reproduced from Taylor et al. 2007: 69]

A short description of the contents should be given below each figure, followed by two line-spaces before the next paragraph.

Avoid large tables. Tables should be as concise as possible. Again, authors should not insert the tables in the text but in separate documents. A placeholder should be included in the text like this:

[Table 1 about here]

On the following page is an example of a table. Unlike figures, table descriptions should be given before each table followed by one line space.

Table 1. Reported sources and amount of experienced coercion or pressure to undertake genetic testing.

Source of felt coercion	None		Some		A Lot		Total
	N	%	N	%	N	%	
Family member	489	68	174	24	57	8	720
Doctor	615	88	68	10	12	2	695
Geneticist/counselor	622	89	65	10	9	1	696
Insurance company	630	96	16	2	11	2	657
Employer	649	99	7	1	2	0	658
Bank/financial lender	653	99	4	1	2	0	659
Researcher	637	96	23	4	3	0	663
Other	537	96	13	3	7	1	557

[Reproduced from Taylor et al. 2007: 69]

Acknowledgements

A short paragraph detailing any acknowledgements can be inserted at the author(s) discretion. Here is an example:

An earlier version of this paper was accepted for presentation at the Association of Internet Researchers (AOIR) conference, Vancouver, Canada, Oct 17-20, 2007. Thanks go to the older adults who gave up their time to answer my questions. Their honesty, candidness and humour were greatly appreciated. Thanks also to the anonymous reviewers for their insightful and helpful comments. [Reproduced from Malta 2007: 97]

References

The reference list should appear on a separate page (see over page for example).

References

- Adams, MS, Oye, J & Parker TS 2003, 'Sexuality of older adults and the Internet: from sex education to cybersex', *Sexual and Relationship Therapy*, vol. 18, no. 3, pp. 405-415.
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- Albright, J & Conran, T 1998, 'Online love: Sex, gender and relationships in cyberspace', Available via email from albright@nuki.usc.edu
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[Reproduced from Malta 2007: 98]