Manuscript Requirements

Please prepare your manuscript before submission, using the following guidelines:

Format
All files should be submitted as a Word document (docx.).

Article Length
Articles should be between 3000 and 6000 words in length. This includes all text including references and appendices.

Article Title
A title of not more than twelve (12) words should be provided.

Article Title Page
An Article Title Page should be submitted alongside each individual article using the followings:

- Article Title
- Author Details (see below)
- Acknowledgements
- Author Biographies
- Abstract (see below)
- Keywords (see below)

Author Details
Details should be supplied on the Article Title Page including:

- Full name of each author
- Affiliation of each author, at time research was completed
- Where more than one author has contributed to the article, details of who should be contacted for correspondence
- E-mail address of all contributor authors
- Brief professional biography of each author.

Abstract
Authors must supply an abstract on the Article Title Page including: (a) Purpose; (b) Design/methodology/approach; (c) Findings; (d) Research limitations (if applicable); (e) Practical implications (if applicable); (f) Social implications (if applicable); (g) Originality/value. Maximum is 300 words in total (including keywords and article classification, here).

Keywords
Please provide up to 7 keywords on the Article Title Page, which encapsulate the principal topics of the paper.

Whilst we will endeavor to use submitted keywords in the published version, all keywords are subject to approval by ABC's in house editorial team and may be replaced by a matching term to ensure consistency.
**Headings**
Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.

**Research Funding**
Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

**Figures**
All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.
All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in color to facilitate their appearance on the online database.
- Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.
- Figures which cannot be supplied in as the above are acceptable in the standard image formats which are: .pdf. If you are unable to supply graphics in this format then please ensure they are .tif, jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide.
- To prepare web pages/screenshots simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen").
- Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

**Tables**
Tables should be typed and included to the main body of the article (not in a separate file).

**References**
References to other publications should be in Harvard style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.
You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, and (Adams et al., 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied, numeric referencing list {example [1], [2]} should not be submitted for evaluation:
For books
Surname, Initials (year), Title of Book, Publisher, Place of publication.
e.g. Harrow, R. (2005), No Place to Hide, Simon & Schuster, New York, NY.

For book chapters
Surname, Initials (year), "Chapter title", Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages.

For journals
Surname, Initials (year), "Title of article", Journal Name, volume, number, pages.

For published conference proceedings
Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), Title of published proceedings which may include place and date(s) held, Publisher, Place of publication, Page numbers.

For unpublished conference proceedings

For working papers
Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.

For encyclopedia entries (with no author or editor)
Title of Encyclopedia (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.
(For authored entries please refer to book chapter guidelines above)

For newspaper articles (authored)
Surname, Initials (year), "Article title", Newspaper, date, pages.
Manuscript Requirements

For newspaper articles (non-authored)
Newspaper (year), "Article title", date, pages.

For electronic sources
If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (Roman numeral within square brackets within text followed by the full URL address at the end of the paper).

Submissions
Prospective authors should ensure their papers meet the journal scope and must adhere to the manuscript requirements. Every submission must spell out the implications of findings in the paper (these should be mentioned in the introduction, objectives, and research methodology, discussion and conclusion sections of your paper.) Papers which focus on findings for specific sectors without adequate attention to the objectives of the study will not be accepted. In general only research-based submissions will be considered. Such submissions may be any type of research, including technical or conceptual. There are several types of submissions that 4A Journal generally rejects:
• Viewpoints, literature reviews or general reviews of a field or topic
• Papers that require mathematics to develop, test or analyze concepts or findings (these require non-mathematical explanations for the readership of 4A Journal)
• Questionnaire-based studies based on convenience samples that expand previous studies only moderately (these should focus on a new topic, and argue convincingly that convenience sampling is necessary, to be acceptable)

Final Revised Submission
The author must ensure that the manuscript is complete, grammatically correct and without spelling or typographical errors. Before submitting, authors should check their submission completeness using the available Author Guidelines and Submission System. Galley Proofs will be emailed prior to publication.