

## Manuscript requirements

<b>Format</b>	All files should be submitted as a Word document
<b>Article Length</b>	Articles should be between 4000 and 6000 words in length.
<b>Article Title</b>	A title of not more than eight words should be provided.
<b>Article Title Page</b>	<p>An <b>Article Title Page</b> should be submitted alongside each individual article. This should include:</p> <ul style="list-style-type: none"><li>• Article Title</li><li>• Author Details (see below)</li><li>• Acknowledgements</li><li>• Author Biographies</li><li>• Structured Abstract (see below)</li><li>• Keywords (see below)</li><li>• Article Classification (see below)</li></ul>
<b>Author Details</b>	<p>Details should be supplied on the <b>Article Title Page</b> including:</p> <ul style="list-style-type: none"><li>• Full name of each author</li><li>• Affiliation of each author, at time research was completed</li><li>• Where more than one author has contributed to the article, details of who should be contacted for correspondence</li><li>• E-mail address of the corresponding author</li><li>• Brief professional biography of each author.</li></ul>
<b>Structured Abstract</b>	<p>Authors must supply a structured abstract on the <b>Article Title Page</b>, set out under 4-7 sub-headings :</p> <ul style="list-style-type: none"><li>• Purpose (mandatory)</li><li>• Design/methodology/approach (mandatory)</li><li>• Findings (mandatory)</li><li>• Research limitations/implications (if applicable)</li><li>• Practical implications (if applicable)</li><li>• Social implications (if applicable)</li><li>• Originality/value (mandatory)</li></ul> <p>Maximum is 250 words in total (including keywords and article classification, see below).</p>
<b>Keywords</b>	<p>Please provide up to 10 keywords on the <b>Article Title Page</b>, which encapsulate the principal topics of the paper. <b>Whilst</b> we will endeavour to use submitted keywords in the published version, all keywords are subject to approval by Emerald's in house editorial team and may be replaced by a matching term to ensure consistency.</p>
<b>Headings</b>	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.

#### **Notes/Endnotes**

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

#### **References**

References to other publications must be in **Harvard** style. Please see how to use Harvard reference system for further details:

<http://www.emeraldinsight.com/authors/guides/write/harvard.htm>