

**ARTICLE GUIDELINES AND RESEARCH TYPE**

**1. Abstract**

There are 5 fields which are obligatory (background and purpose, methodology, findings/results, conclusion, key words); the other 1 (Research limitations/implications) may be omitted if they are not applicable to your paper.

Abstracts should contain no more than 200-250 words. The text should be clear and concise. The abstract should focus on what the original paper presents.

**Background and Purpose**
Some background of the topic. What are the reason(s) for writing the paper or the aims of the research? The length should be 50-150 words.

**Methodology**How is the purpose achieved? The main method(s) used in the research, research sample and they are explained (50-150 words).

**Findings/results**
What was found in the research? This will refer to analysis, discussion, or results. The main research results should be presented in 100-150 words.

**Research limitations/implications**

Authors have to explain any identified limitations in the research process. The text should also include suggestions for future research.

**Conclusion**
The main conclusion is presented (50-150 words).

**2. Using keywords**

Keywords act as the search term. Use keywords that are specific, and that reflect what is essential about the paper. What would the reader look for? Consider also whether you can use any of the current "buzzwords".

**3. Choose a type for the paper**

* **Research paper**. This covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.
* **Viewpoint**. Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.
* **Technical paper**. Describes and evaluates technical products, processes or services.
* **Conceptual paper**. These papers will not be based on research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.
* **Case study**. Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.
* **Literature review**. It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.
* **General review**. This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.