

Details and Guidelines for Manuscript Submissions

Please carefully follow the guidelines below as you write. Any manuscripts not meeting these guidelines will be returned to the author(s) for correction, which can cause significant delays in the publication of your work.

Conference Proceedings

- [Manuscript Checklist](#)
- [What IGI Global Scientific Publishing Does Not Accept](#)

Minimum 8,000 words (**Conference Proceedings - Manuscript**)

Conference Proceedings

All manuscripts must

- be in scope of the conference
- be submitted in Microsoft® Word
- be typewritten in English

[Top Manuscript Checklist](#)

1. **Originality of manuscripts.** Only **ORIGINAL** submissions will be accepted for publication. Manuscripts may not have been previously published or be submitted for publication elsewhere.
2. **Revised manuscripts.** IGI Global Scientific Publishing will not publish a manuscript that is a “revised” version of a manuscript that you published elsewhere. In order to be considered original, a manuscript must be at least 80% new material with no more than 200 consecutive words (properly cited) repeated verbatim from any previously published work.
3. **Copyright.** For those already familiar with IGI Global Scientific Publishing's publication process, please note that PDF copyright agreements are no longer accepted. As part of the manuscript submission process, you and your authors will be asked to sign the Author’s Warranty and Transfer of Copyright Agreement digitally.
4. **Peer review.** All submissions must undergo a double-anonymized review process before being accepted for publication. Authors of conference proceedings will be expected to serve as reviewers for 2-3 manuscripts. Authors have a vested interest in ensuring the quality of all manuscripts within the publication, as improving the quality of the publication as a whole will also improve the reception of their own work within it.
5. **General formatting.** Please format your manuscript following APA 7th edition guidelines.
6. **Titles.** Titles may be no longer than 100 characters. Subtitles, if included, may be no longer than 50 characters.

- Note that all titles must be entered in title case. To put a title in title case, the first letter of each word should be capitalized unless that word is a preposition (position words such as “by,” “to,” or “at”), conjunction (connecting words such as “and” or “but”), or article (“a,” “an,” or “the”) fewer than four letters long. The only exceptions to this rule are that the first and last words of the title or subtitle are always capitalized, even if they are articles, prepositions, or conjunctions.
 - Titles may not be written in all capital letters (e.g., "MANUSCRIPT TITLE" is incorrect; "Manuscript Title" is correct)
7. **Abstract (Executive Summary).** Every manuscript should include an abstract of 100-150 words that provides the reader with an overview of the manuscript. Please write abstracts in third person.
 8. **Headings.** Please format all headings to match APA 7th edition guidelines ([Example](#)).
 9. **Images.** All submitted images must follow the requirements outlined in IGI Global Scientific Publishing’s [Image Formatting Guidelines](#). Any figures that do not meet these minimum specifications will be returned to the author(s) for correction. All figures must be submitted as separate files in .tif format. Please also note that it is the author’s responsibility to obtain *permission* to use any image currently under copyright by a third party. Please see the image guide for more information.
 - **Figure Captions.** All images included in the manuscript are to be accompanied by captions. These captions should briefly explain the image, study, results, etc. Figures should be numbered sequentially throughout the manuscript.
 - **Figure Callouts.** All images included in the manuscript must be called out in the body of the manuscript to guide the readers to look at the figures to better present the research.
 10. **Tables.** All tables included in any submitted research manuscript can remain in the document.
 - **Table Captions.** All tables included in the manuscript are to be accompanied by captions. These captions should briefly explain the study, results, etc. Tables should also be numbered sequentially throughout the manuscript.
 - **Table Callouts.** All tables included in the manuscript must be referenced in the body of the manuscript.
 11. **Equations.** If a symbol or equation can be typed directly into Microsoft Word, please do so. Otherwise, we require using MathType to format all equations. Authors can download a free trial version of MathType here: <https://www.wiris.com/en/mathtype/>.
 12. **APA citations.** Please ensure that all information in your manuscript that is taken from another source is substantiated with an in-text reference citation. The publisher will return your submission to you for correction if you do not properly format your references. For more information and examples on APA citations, please see IGI Global Scientific Publishing’s [APA Citation Guidelines](#).
 - **Self citation.** Researchers may need to cite their previously published works in order to communicate an idea effectively in their present manuscript. While IGI Global Scientific Publishing encourages the use of self citations in these cases, it is important that a higher diversity of other citations should accompany the self citations in the manuscript. [Learn More](#).
 13. **Additional Reading :** If relevant, please provide a list of no more than 10 related references in APA style.

14. **Key Terms and Definitions** : All manuscripts must include a list of 7+ key terms and definitions following the references and additional reading lists. Definitions must be written in the author's own words. Please include these at the end of the paper.
15. **Teaching notes.** If you are writing a case study, please provide supplemental teaching notes as a separate document from your manuscript. These notes will be provided to readers interested in adopting your work as course material. [Case Support Material Guidelines](#)
16. **APA and IGI Global Scientific Publishing house style.** Please be advised that while APA 7 is requested for our internal operations, the published document will be formatted in IGI Global Scientific Publishing's house style, which does not exactly match APA 7. See other IGI Global Scientific Publishing publications for examples of how the published article will appear.
17. **Author Corrections.**
 - After the manuscript is arrived by the development editor, alterations beyond minor corrections (especially grammatical and punctuation changes) are not permitted.
 - Changes that involve only matters of style will not be carried out by the typesetter, as we have introduced IGI Global Scientific Publishing's house style.
 - Substantial changes in content (new results, corrected values) are not allowed.
 - Revised proofs will not be sent to the author.

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What IGI Global Scientific Publishing Does Not Accept

1. **Simultaneous Submissions.** No manuscript may be submitted to two or more IGI Global Scientific Publishing publications at the same time. However, a manuscript rejected may be resubmitted to a different conference.
2. **Plagiarism.** IGI Global Scientific Publishing takes concerns of plagiarism very seriously. All manuscripts are checked for plagiarized passages prior to being accepted for publication. Please ensure that all information taken from outside sources is properly cited and that all thoughts are composed in your own words. All instances of plagiarism will be immediately returned to the authors for correction and may be cause for removal of the manuscript from the publication. [Learn more](#) about IGI Global Scientific Publishing' Statement on Ethical Publishing Practices.

3. **LaTeX.** LaTeX files are NOT accepted because they are not compatible with IGI Global Scientific Publishing's typesetting program. As an alternative, we require that you use MathType (see the "Equations" section).

****Please note that all manuscripts MUST be submitted through the eEditorial Discovery® online submission management system. Manuscripts submitted outside of the system will not be considered for publication.****