New Journal Launches Editor Guide

2009-2010

The world’s leading publisher of management research
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New journal launches: getting started

Congratulations on the success of your recent new journal launch proposal – we are very much looking forward to working with you on the launch of your title. Enclosed in this booklet is some useful background information to help you get started, as well as a sample copy of:

- Emerald's author guidelines
- A call for papers
- Emerald's quarto format house style
- A Journal homepage.

An Editor contract is included separately. Please review and sign, returning one copy to the relevant publisher:

Howard House, Wagon Lane, Bingley BD16 1WA, UK

Points for consideration

We are now in the process of registering the journal title and applying for an ISSN (International Standard Serials Number). As Editor, you may like to:

- Consider the final wording of the journal’s editorial scope statement, and editorial objectives and coverage
- Begin invitations to potential editorial teams and Editorial Advisory Board members
- Start generating content and working towards submission of your first issue (and volume) to Emerald. The earlier this is begun, the better – it is a vital activity for a new journal in order to ensure continuous supply of content, and to raise awareness of the journal in the marketplace.

There are a number of ways in which we can help with these activities, as detailed within this Guide. If you require information at any stage, please do not hesitate to get in touch.

Deadlines

It may be helpful to work to some deadlines in order to structure the work involved in launching a new title. A journal proposal accepted in January would have approximate deadlines as follows:

1. Final wording of editorial scope statement, and editorial objectives and coverage: 1 March 2009
2. Complete initial composition of Editorial Advisory Board: 31 March 2009

Your first issue will be due to reach Emerald by the start of September 2009 (exact date to be confirmed). In the meantime, Emerald will be working to raise awareness of the new journal in both author and user communities, and aiming to ensure successful integration and launch in 2010.

Emerald: a little of our history

Emerald was established in 1967 by a group of senior academics who, dissatisfied with the international publishing outlets of the time, formed an alternative publishing house that focused on niche management disciplines including strategy, change management, and international marketing.

Innovative in its original concept that niched journals – which other publishing houses could not make commercially viable – had the potential to succeed, MCB (now Emerald Group Publishing Limited) has over the years been involved in the development of many new ideas.

From the beginning, the majority of our titles have striven to bridge the gap between the academic world of debate and theory and the practitioner world of decision and action. Emerald journals have always aimed to publish articles which demonstrate how research and study could make a significant difference to practice and success – and how the academic world could align its activities with the needs of industry.

In 1992, the company launched the Literati Club (now the Literati Network) – the first such initiative designed to help authors and editors communicate with us and stay up to date with the latest developments in our journals. Today, the Literati Network has more than 20,000 members world-wide. As far as we are aware, Literati is unrivalled and holds a unique place within author/publisher relationships.

In 1996 we introduced searchable CD-ROM archives for many of our journals, as a precursor to putting all our publications online. This collection was branded the Electronic Management Research Library Database (EMERALD). Today, Emerald is a searchable collection of more than 40,000 papers on management and related topics, collected from more than 130 titles published by Emerald, growing at around 6,000 new papers each year! We will continue to provide and raise our excellent standards of service, delivery and vast dissemination of our authors’ work.

In 2007 the company had expanded beyond the capabilities of the head office on Toller Lane, Bradford, so a purpose-built office was constructed in nearby Bingley. The new building is a sign of Emerald’s commitment to the future for its employees and editors. The business will continue to grow and expand to reach new audiences with new innovative journals all over the world.

In total, Emerald publishes over 700 titles, comprising 200 journals, nearly 300 books and more than 200 book series as well as an extensive range of online products and services.

Emerald is a truly international publisher, with authors, editors, advisers, reviewers and customers drawn from around the world. We have publishing and sales offices in the USA, Malaysia and Japan and well as maintaining our head office in Yorkshire. Emerald journals and database collections can be found in 97 per cent of the world’s top 100 business school libraries (FT rankings) and a similar amount, 96 per cent, are represented among Emerald’s author community.

In its progression from strength to strength since its foundation in 1967 to its position as a truly world-class scholarly management publisher, Emerald has stayed true to its roots. Two of the original founding partners still work within the business and many of the staff have been with the company for ten, 15 and even 20 years. Many of our editors have similarly been with their journals for ten or more years.

The company remains proudly independent of pressures from multinational holding companies, institutional shareholders, government and corporate grant funders, and advertisers; accountable to its community of authors, subscribers and readers.
Emerald: our publishing policy and philosophy

Our publishing policy makes us different and unique amongst scholarly publishers. It is based on six core principles, all of which inter-relate to form our distinctive philosophy:

1. Research you can use
   
   Our policy: “Research you can use” does not mean that every Emerald-published paper is “easy reading”. Quite the opposite in some cases – research papers may be detailed, reflective and sometimes densely packed. But we do believe that management research should be accessible enough – and engaging enough – to be understood by a thoughtful manager.
   
   Our strongly-held philosophy is that research in the field of management should be both rigorous and relevant. This espousal of “research you can use” has led to us building a publishing house which gathers, verifies, edits, improves, organizes, indexes, and presents papers from a global community of business researchers.

2. Internationality
   
   Our policy: “International” means that we are never parochial. We encourage excellence wherever in the world it originates. We set targets for international representation of authors, and Editors/editorial advisers/Editorial Review Board members, and we measure our performance against these targets. We also set targets for themed issues that take a specific international perspective on a subject, topic or industry. This is because we operate in a transnational world of scholarly ideas and we believe that encouraging authors from all parts of the world creates a richer and more valuable ecology of knowledge and scholarship that will benefit all our constituents.

3. Diversity
   
   Our policy: “Diversity” means that we seek – and actively encourage – excellence, wherever it is. We ask some Editors to take a section within a journal to cover practitioner-authored papers, or new researchers’ papers, or to specifically encourage such papers. We set targets, and ask for (and measure) special issues on interdisciplinary approaches, or new/emergent themes. We do so because this gives us better, stronger, and more vibrant journals, and a clear leadership position in our industry – to help us to be the “publisher of choice” for our target authors, end users and customers.

4. Supporting scholarly research
   
   Our policy: “Supporting scholarly research” means that we invest in our scholarly community network site, the Literati Club, to disseminate information about how to be more successful at getting published, and to make the process more transparent. We set and meet targets on giving papers at conferences on scholarly publishing themes, and workshops for researchers addressing publishing issues. We will be promoting service enhancements for authors whose first language is not English. We do so in order to help to remove barriers to publication and to reinforce our policy of diversity and internationality for customers, end users and authors.

5. Committed to theory and practice, and application of management research
   
   Our policy: ”Committed to theory and practice” means that we ask Editors and review board members to focus on application, and beneficial implication for practice. We do so because this gives a clear message to our core supplier and consumer markets – the applied researcher, the reflective practitioner, the students of business and their teachers, the MBA schools.
   
   Although not all our journals ask that all the papers they publish should have a direct application to the world of work, all our journals will publish a majority of papers that do so.

6. Committed to high quality of scholarship

   Our policy: All papers published by us go through a quality-assured review system. All papers published in Emerald journals make, in some way, an explicit original contribution to the existing body of knowledge. All papers published in Emerald journals are accessible to a wide range of students, scholars and practitioners in the fields in which we publish. All papers published in Emerald journals are beneficial in some way: to researchers, to practitioners, or to both.

7. Dedicated to continuous improvement of reader, author and customer experience
   
   Our policy: “Continuous improvement” means that we are never satisfied with the status quo. We ask “Are we as good as we could be?” in our effort to improve reader, author and customer experience. We continue to invest in enabling technology to increase efficiency and effectiveness in content and customer acquisition, servicing and management. We benchmark against others and against our own standards. We are as clear as possible in our policies, measures, targets and achievements and we do not hide shortfalls, but confront them and learn from them.
The role of an Editor

An engaged and enthusiastic Editor is key to the successful development of a journal. Emerald likes to work alongside its Editors in a partnership that is designed to benefit both parties.

The Editor is responsible for:

- Sourcing, reviewing and providing appropriate content for the journal, which reflects leading international research and the latest thinking in the subject area.
- Maintaining and contributing to the strategic development of the journal, in line with the specified strategies and action plans contained in each individual Journal Development Plan (agreed in consultation with the Publisher).
- Developing and maintaining a network of contacts which will act as a source of papers and other content for the journal.
- Appointing and reviewing the Editorial Advisory Board.
- Meeting the editorial content aims as agreed with the Publisher, and revising editorial aims, when appropriate, to reflect developments in the subject area.
- Arranging and managing the peer review system where, as in the vast majority of cases, this is appropriate.
- Maintaining and developing the quality of the content, as agreed with the Publisher.
- Promoting the journal at relevant conferences and to interested colleagues, where appropriate.
- Meeting the deadlines for delivery of the manuscripts to Emerald.
- Ensuring that each manuscript is supplied via the online Manuscript Central, or on disk, and adheres to the author guidelines. Articles that are not submitted via Manuscript Central need to be accompanied by a completed Journal Article Record (JAR) form.

The Publisher for the journal will do all he/she can to help and support the Editor in pursuing these aims. Many of the Publishers have wide experience of dealing with these issues and can often advise on new ways of doing things. Publishers will arrange annual meetings (location permitting) with each Editor to review progress, discuss journal developments and try to resolve any difficulties.

How Emerald supports its Editors

Emerald has a large amount of information available to support and inform the Editor. As well as the 190+ titles available through the Emerald database, Emerald publishes Emerald Management Reviews – 400 management titles accessible through a searchable database of abstracts. Access to these products can be arranged through the Publisher.

Extra money may be available to help Editors attend key conferences in their subject field. Any such expense needs to be discussed and agreed in advance with the Publisher and agreement depends on a perceived payback for the journal. Press passes may be available for editorial teams at some conferences. Emerald is keen to make the most of conferences and Publishers are attending more conferences than they did in the past. Conferences are seen as opportunities to:

- promote the journal and other Emerald information services;
- try to obtain permission to publish the presented papers;
- network with future prospective authors to get them to submit work for the journal;
- look for Guest Editors for special issues and circulate calls for papers;
- learn about the subject, the main players, its key organisations and its main training and educational institutions;
- write a conference review for publication in the journal.

The Emerald Literati Network is also a great resource, into which Editors may tap, offering, amongst other things, links with other Editors, links with potential authors and comprehensive conference listings.

Emerald supports its Editors at every stage, will listen to all suggestions and help with ventures which are thought to be beneficial to the journal.

The role of a Publisher

First and foremost, the Publisher and Assistant Publisher are the key contact point for an Editor. The Editor and Publisher work in collaboration to develop the journal with appropriate strategies to ensure its long-term success. The Editor and his/her team are subject-matter experts in their field with extensive networks of contacts amongst researchers and/or practitioners in the subject area covered by the journal and the Publisher acts as the link to Emerald. Each Publisher is responsible for a portfolio of approximately 12 journals in broadly similar subject areas and is able to provide guidance and support to the Editor in the following specific ways:

- The Publisher keeps the Editor fully informed of publishing developments and strategies that will impact on their role. This relates to company issues as well as to wider industry developments.
- The Publisher ensures that each journal has editorial aims and scope and a content mix that distinguishes it from the competition and that the published content of each journal aligns with the stated editorial aims and scope.
- Publishers discuss with the Editor issues that relate to the product/service development of their journal and its promotion. Approximately two meetings per annum are held to discuss and agree journal progress, quality and development.
- The Publisher advises on appropriate submission formats.
- The Publisher assists the Editor in copy generation activities, for example, through calls for papers, sponsorship of best papers at key conferences and targeted campaigns to relevant scholarly and practitioner groups.
- The Publisher supports the Editor in building an effective and prestigious Editorial Advisory Board.
- The Publisher agrees a schedule with the Editor for each volume, including a timeline for the submission of issues to Emerald.
The Publisher provides support and advice on copyright and potentially libellous material.
The Publisher provides guidance regarding the Manuscript Central.

**The role of a regional/associate Editor**

**Why recruit a regional or associate Editor?**
A regional Editor can help to provide the journal with a broader geographic focus and remit through sourcing papers specifically from their region. An international journal should be able to attract papers about and from all the countries of the world where research and teaching in the subject area are taking place. Recruiting a regional Editor can help both to achieve and to consolidate this.

An associate Editor can help to strengthen the journal’s coverage of a certain specialised subject area. Editors cannot be specialists in all the relevant subject areas covered by the journal – some Emerald journals have extremely broad remits. Appointing an associate Editor alleviates some pressure on the Editor, whilst also providing the journal with another voice and a fresh perspective.

Regional and associate Editors can only help to enhance a journal’s reputation and increase its visibility in academe and the marketplace. In order to increase our international authorship, Emerald encourages papers from China, India and Eastern Europe, in particular.

**Who should be invited to join?**
A subject-matter expert based in the preferred region who is either a noted or up-and-coming academic or practitioner would be an ideal candidate. As in all these positions, enthusiasm for the task at hand is important. It is especially valuable to recruit individuals who already have a significant network of individuals working/researching in the subject field. Special issue Guest Editors who have put together an issue of the journal in the past might also be considered.

**How should a regional or associate Editor be recruited?**
Editors frequently know suitable individuals to invite. Quite often these people have been keen and interested members of the Editorial Advisory Board or Editorial Review Board.

**What are the responsibilities?**
Specific roles should be defined by the Editor and may include:
- Managing the review process for papers dealing with or emanating from a particular region or country.
- Managing the review process for papers in a specialised subject field.
- Encouraging the submission of articles from the region (written by self or contacts) or about particular topics.
- Providing occasional Guest Editorials/viewpoints/comments – this is really valuable when noteworthy events/legislation in other countries impact significantly on the subject as a whole and require some kind of report for the journal.
- Representing and promoting the journal at conferences and to interested colleagues/contacts. Financial assistance to aid conference attendance may, in some instances, be available from Emerald.
- Writing a review of a conference for the benefit of the journal readers who were unable to attend.
- Guest-editing a special or themed issue for the journal.
- Recommending the journal to their librarians and encouraging new sales.

**What are the benefits to the associate or regional Editor?**
- A complimentary subscription to the journal.
- Name listed within each issue of the journal and journal website, thus increasing their personal profile.
- Remuneration may be available for the individual, depending on the amount of assistance given.
- Opportunity to network with colleagues and peers (other EAB members) and influence the direction in which the journal develops.
- By reviewing papers, EAB members have easy access and can keep up with the latest research and acquire a critical view of research papers.

**The role of the Editorial Advisory Board**
An Editorial Advisory Board adds academic integrity and standing to a journal, benefiting its reputation and hence that of the Editor. It is composed of a group of subject-matter experts who act as advisers to the Editor on matters of journal development, as well as reviewers of papers submitted to the journal.

Specific tasks and responsibilities are determined by the Editor and are likely to include some or all of the following:
- Advising the Editor on matters of journal development – e.g. editorial scope and focus of the journal, appointment of new EAB members, relevant conferences and promotional opportunities, and market insights.
- Acting as a referee/reviewer of papers, especially if the journal has no separate Editorial Review Board, and completing referee comment sheets. Prompt and speedy return of reviews is especially welcomed, because this is often a problem for some Editors. However, no EAB member should be overloaded with papers for review – if someone is receiving more than their fair share of papers for refereeing, then the board needs additional members in the relevant subject area.
- Encouraging the submission of articles (written by self or contacts). This is particularly useful for sourcing papers in other regions or ensuring that the full subject remit of the journal is covered.
- Providing occasional guest editorials/viewpoints/commentaries. This is of great value to an Editor struggling to keep up with the regular demand for editorials in each issue. An Editor will find that many EAB members are happy to provide a short piece on something that is a burning issue to them and of real interest to the reader.
- Writing book reviews. This can be arranged by the Editor or the Book Review Editor.
- Representing and promoting the journal at conferences and to interested colleagues/contacts. Emerald will support any venture of this nature by supplying leaflets and sample copies, etc. for distribution at the conference.
What are the benefits to the Editorial Advisory Board member?

- A complimentary subscription to the journal.
- Name listed within each issue of the journal.
- Retention of any books reviewed for the journal.
- An official application by a journal representative for a conference press pass will often be favourably considered.

Special issues and Guest Editors

Most scholarly journals publish special issues from time to time – Emerald titles tend to feature at least one every volume. A special issue enables the journal to focus on a topic – often in a new or changing area – allowing a more in-depth treatment, or exploring alternative perspectives.

A special issue is edited by a Guest Editor, a subject expert appointed by the journal Editor. Special issues allow Guest Editors to gain valuable first-hand experience of editing a publication and this provides a good trial run for those with ambition to edit their own journal one day. Producing a good special issue may also significantly enhance a Guest Editor’s academic or professional standing.

What makes a good special issue?

One could simply say that a successful special issue is one that helps the journal maintain its reputation for academic rigour and cutting edge research. But, in order to consider entries for the Emerald Outstanding Special Issue award (presented each year), Emerald has attempted to quantify things a little. So what does make a good special issue?

- Internationality in content and/or readership.
- Leading edge content and originality.
- Broad subject interest appeal.
- A consistency in the papers through either a commonality of approach or theme, or their comparative nature.
- The authors of the papers are some of the active and important figures in the field.
- A well-written guest editorial that exhibits real understanding of the value and import of the issue.
- Guest Editor(s) who have put a lot into work involved in the commissioning, reviewing and production of the issue.

The Guest Editor’s role

For one issue, at least, the Guest Editor takes the following responsibilities from the journal Editor:

- Sourcing, reviewing and providing appropriate content for the special issue.
- Appointing and reviewing the list of reviewers.
- Arranging and managing the peer review system.
- Maintaining and developing the quality of the content.
- Promoting the issue at relevant conferences and to interested colleagues, where appropriate.

- Meeting the deadlines for delivery of the manuscripts to Emerald.
- Ensuring that each manuscript adheres to the journal author guidelines and wider Emerald guidelines to ensure smooth progress through the production process.
- Emerald requires that all lead authors sign a copyright form that clearly states that their submitted work has not been published before.

Explanations of editorial strategy

It is recognised that each journal will develop its own unique strategy to achieve success, building on the broader Emerald publishing strategy, the forces governing the market, the nature of the subject discipline and the readership of the journal. The Editor and the Publisher will review the strategy on an ongoing basis and discuss the future goals and action plan for implementing the strategy.

Here are the broad strategic aims of an Emerald journal:

Excellence

Our overriding editorial goal is to increase the number of quality papers submitted to and published in Emerald journals. A clear measure of excellence is the review process. Therefore, a journal must operate a peer-review process that is appropriate to the nature of the subject discipline of the journal. For example, a scholarly journal in management should have a rigorous double-blind review process in place. The majority of Emerald journals fall within this category. However, a journal that is written for practicing managers may commission papers, which are then reviewed by an editorial panel. Furthermore, journals that fall within a scientific or engineering field may operate an open review process. In all cases, the stated review process must be adhered to in order that excellence should be maintained.

Received, revised and accepted dates should be published with the papers to clearly indicate the process. Through ensuring high quality content, each journal will make an explicit contribution to the existing body of knowledge.

It is expected that the review process will ensure that we publish excellent material regardless of the status of the authors. However, it is important that the authorship includes researchers and thinkers from some of the recognised centres of excellence within the journal’s discipline. Therefore, the Editor and the Publisher should regularly identify the centres of excellence and undertake campaigns to attract papers from these groups of potential authors. This can be achieved through targeted calls for papers, appropriate appointments to the Editorial Advisory and Review Boards, the presentation of author workshops and general networking opportunities. Recognised key thinkers and researchers can be approached to guest-edit special issues.

External measurements of quality should also be monitored for each journal and regular comparisons made with the key competitors. Thomson Scientific is the most recognised source of information about impact factors, citation rates and journal rankings. This service is explained further in a later section of the Guide. Other indicators include the externally verified studies in the quality of journals within particular disciplines, the coverage of the journal in recognised abstracting and
indexing services, comparisons of performance with competitor titles, and high submission and rejection rates.

**Strengthening the journal brand**

Through the pursuit of high quality journal content, the journal brand will become synonymous with excellence within its discipline. The brand can be strengthened further through promotion at key conferences (and particularly through pursuing workshops and “Meet the Editor” panel discussions with researchers at conferences), encouraging usage, and through strict adherence to the editorial objectives.

Emerald journals are “best value” of any scholarly database publisher, as judged by ratio of downloads to database cost, using statistics gathered from a large library purchasing group in the USA. It is important that we communicate this message to our authors and users when promoting the journals to them.

**Journal format**

Each journal will have guidelines about the type of content that is most appropriate for the journal scope. For example, there may be a required minimum number of types of article – case studies, literature reviews, theoretical, research with application. Journal features should be reviewed on a regular basis to ensure quality and to assess whether or not they are continuing to add value as the journal develops. Features that we consider to be of value include biographical notes on authors, conference reports, book reviews, and expert viewpoints.

An Editorial should be presented with each issue of the journal that comments on a current theme in the journal discipline.

**Internationality**

The journal should not be parochial. Editorial Advisory Boards and panel members should come from different regions of the world, and in particular reflect geographical areas of strength in the journal discipline. Similarly, encouraging authors from all parts of the world creates a richer and more valuable ecology of knowledge for the journal.

**Inter-disciplinary approach**

It is becoming increasingly important to publish papers that demonstrate an inter-disciplinary approach to research. It is this that governments and research funding bodies are encouraging. Therefore, it is good practice to include a number of papers within a volume that explicitly connect cutting-edge research undertaken in other disciplines with that of the core journal subject. In some cases, it is appropriate to commission a special or themed issue that explores an inter-disciplinary area of study.

**Integration of theory and practice**

We encourage papers that have a direct application to the world of work. Through demonstrating beneficial implications for practice, we provide a clear message and appeal to our core supplier and consumer markets – the applied researcher, the reflective practitioner, the students of business and their teachers, the MBA schools.

**Journal scope**

The Editor and Publisher will monitor and discuss developments in the journal discipline and develop strategies that are in line with future changes. It is important that editorial objectives are reviewed and updated as appropriate and changes made to reflect new developments. The journal should be clearly differentiated from its competitors and other titles within the Emerald portfolio.

**Special issues**

Special and themed issues are an excellent way for a journal to focus on an important topic that is emerging in the field. Through taking this approach, it is possible to attract high-profile authors who wish to be seen to be publishing the cutting-edge research. Special issues can also represent collections of the best papers presented at conferences. Similarly, it has become apparent that papers that make up special issues are often the most widely used on the Emerald database and so the publication of special issues also improves brand awareness. As noted earlier, special and themed issues can focus on an inter-disciplinary approach.

**Journal development plans**

It is the responsibility of the Publisher and Editor to construct a journal development plan that reflects the short- and long-term editorial aims. This looks specifically at the journal’s status in the market and how it can be differentiated, competitor analysis and current usage. Through establishing the current position of the title, critical success factors and tactics for achieving its long-term strategy can be established. These are reviewed on an annual basis and the achievements of the title highlighted.

**The journal**

In addition to the hard copy of the journal, a number of online features and services are available to the end user, including:

- **Online Publishing and Archiving.** You can gain access to past volumes as well as new material from a journal on the internet via Emerald Fulltext. You can browse or search the database for relevant articles.
- **Key Reading.** This feature provides abstracts of articles from the wider literature that are chosen on the basis of their relevance to the subject-matter of individual articles. These are selected to provide readers with current awareness of interesting articles from other publications within the same field.
- **Reference Linking.** Direct links are provided from the journal article references to abstracts of the most influential articles cited (where possible this is to the full text of the article).
- **E-mail an Article.** This facility allows users to e-mail relevant and interesting articles in PDF format to another PC for later use, reference or printing purposes.
- **E-mail Services.** Emerald’s range of free e-mail alerting services is designed to deliver personal notification of news and features in a number of different interest areas.
- **Support Resources.** Comprehensive librarian and user toolkits have been created. For further information about what is available visit [www.emeraldinsight.com/usertoolkit](http://www.emeraldinsight.com/usertoolkit)
How to generate content for your journal

When people take on the editorship of a journal they often underestimate the difficulty in sourcing enough material to satisfy the demands for content which is useful, relevant and fulfils the journal’s stated and agreed editorial objectives. For some journals in certain subject fields this can be a continuing problem. For others it may be a temporary hitch and the situation improves over time. Ideally, what all Editors and Publishers want is a steady stream of good quality, relevant papers covering the key research and ideas of the day.

Experience has shown that it is better to work really hard at this aspect in the early days of editing. Remember that:

- One can never have too many papers in the system
- Many authors or reviewers will always take longer than agreed for revisions and reviews
- More variety of content in the journal can help with the shortfall in papers or book reviews
- Without experience it is easy to overestimate the number of pages a paper will fill in the finished journal.

What follows are lists of ideas to help an Editor locate and obtain more material for their journal. The first list outlines sources other than academic papers. Discussing these options with your Publisher is recommended.

Sources other than academic papers:

Editorials – these should be a regular feature in all Emerald journals, because they can add so much to the tone, identity and status of the journal. They need not be written by the Editor, as EAB members may be prevailed upon to write occasional pieces for the Editorial spot, and they can be about any aspect of the journal.

Interview features – with eminent practitioners, politicians or academics. Some journals can really benefit from these and Editors often have the opportunity of meeting such people. It is worth spending time on the questions and using a tape recorder to ensure that the discussion flows – Emerald can transcribe the tape at a later date.

Current research reports – i.e. research being undertaken by individuals or institutions. Are you on the mailing lists of the organisations in your field which produce such reports? Permission to publish should be sought if there is no clear statement about freedom to publish.

Industry profiles – i.e. reports on industrial trends, what industry is making of academic research from a contact or colleague who can supply such information.

Emerald abstracts – Formerly known as Anbar Abstracts, Emerald has access to a massive database of article abstracts from over 400 management journals. Searches on this database can produce selections of further readings from some of the best-known journals in the world.

Commentaries – i.e. updates on or reviews of previously published articles. Some papers or topics can benefit from regular revisits, e.g. BSE in the British Food Journal.

Future billing – This depends on the importance of the prospective issue as to its usefulness, but calls for papers are a well established way of both highlighting and attracting submissions for upcoming special issues.

Conference reports – for anyone unable to attend an important conference there is huge value in this. The Editor or colleague should think of writing an informative critique of the conference and its proceedings – who presented on what, their key findings, impact statement, etc.

Reviews – an Editor may find it easier to get someone to take charge of a book review section, although Emerald itself has set up a centralised system of syndicating completed reviews for other related journals. Emerald also receives both unsolicited new books from publishers and catalogue, so requests can be made on an Editor’s behalf.

News sections – Emerald receives a large number of press releases that can be forwarded on to Editors as they wish, and can in turn be used in journals not so much as a hard news item because of the time differences, but as a catalogue or record of events. They can be published in a “News” column in the journal as they were received, but often they require some judicious editing. If more information is needed, write to the PR company or press office responsible for the press release and ask whether they can provide a fuller article which meets your needs.

Diary date sections – these can be a bare listing of event title, venue, date and contact for information. However, they can also be fuller and carry more detailed information, for example, a brief idea of the proposed programme and speakers. The section can consist of a “rolling diary” where an event stays on the list from issue to issue until its date is passed.

List of publications received – a few titles publish these, and they seem more common in highly academic journals.

List of recommended reading – a special issue could benefit from this, especially if the publication is seen as a potential teaching source.

The above list catalogues what can be included in journals other than straightforward papers, but who can supply them other than postgraduates, lecturers, professors and practitioners? The first port of call can be the Editorial Advisory Board, members of which may write articles, viewpoints, regional updates or profiles. They can also be asked to solicit copy from their own contacts in their subject areas.

The Literati Network database is a huge resource with details of the thousands of past authors published by Emerald in recent years. Articles can be sought via the Publisher from published authors of certain journals.

Conferences are of course an integral part of sourcing relevant papers, and can be used to distribute calls for papers for upcoming special issues. Emerald can also, subject to agreement, publish selected papers from conferences, becoming an effective proceedings document from the event. Calls for papers can also be posted on the internet, or published in one or more relevant journals. Membership of academic associations can enable access for Editors to member lists, conference delegates etc., whom they can contact with ideas for writing papers.

Finally, listservs or internet newsgroups have proved a rich resource for many Editors, creating a forum for ideas and submissions.
Emerald’s copyright policy

Basic principles:

- Copyright protects the interests of those who create, and invest in creativity.

The creator of an original work is the prime owner of intellectual property. Copyright confers exclusive legal rights to control that work on the owner of intellectual property. A copyright owner has the right to copy, adapt or distribute the work by any means and to authorise others to do so by the transfer (assignment) or licensing of copyright. Without permission of the copyright owner, a work cannot be copied, adapted or distributed. Fair Dealing (Fair Use) for the purpose of research, private study, criticism or review, instruction or examination does not infringe copyright. An author’s moral rights are: to be identified as the author; to object to derogatory treatment of their work; and not to have work falsely attributed to them.

We ask for transfer of ownership of copyright from authors. This enables us to distribute our authors’ published research via a number of means to a wide range of readers, to take advantage of new technologies as they arise, to distribute and store authors’ work, and to protect our authors from copyright and moral rights violation. We only work with third-party distribution partners with assured copyright policies, and monitor usage to ensure that it is in accordance with our principles:

- We do not restrict authors’ rights to reuse their own work. This is an important difference. Authors do not have to ask our permission and, if they do, the answer is yes.
- We actively reinvest copyright royalties back into the research community.
- We actively try to facilitate subscriber access.
- We offer an Author’s Charter, and complete transparency in our policies on copyright and authors’ rights.

The Emerald Copyright Policy is managed by a senior team, and reviewed and agreed annually by the Board of Directors, following regular industry consultation and advice.

www.emeraldinsight.com/info/copyright/policy.jsp

Plagiarism

There have been several cases in the past where we have been notified that our published authors have been plagiarised by others. Unfortunately, there have also been incidents where our authors have been guilty of plagiarism. These cases have potential legal implications, impact on our promise to protect authors’ work and commitment to our readership, and require amendment to the Emerald article database. Emerald’s copyright policy should declare our corporate response to such cases.

Excerpts from the copyright policy

4.9 Emerald will take action against any act of infringement against its copyright which is brought to its attention.

4.10 Emerald believes that plagiarism is a serious threat to the integrity of the scholarly publishing community. Emerald will therefore take action against any act of plagiarism, either by or of its authors’ work, which is brought to its attention.

Serious cases of plagiarism are, in our experience, mercifully rare. However, for those authors caught up in the middle of such cases it can be deeply distressing – and for the guilty party, tempted to take the easy route up the tenure ladder, it can ultimately signal the end of a promising career – we take swift and immediate action.

Emerald is committed to ensuring perpetual online access to the historical record of management research. We also believe that it is important to guarantee the integrity of reference linking by ensuring that these remain intact. It is therefore Emerald’s policy not to remove any offending article from Management Xtra. Instead, in such instances we will place a highly visible notice on the title page of the article to notify readers of the plagiarism and wherever possible direct them to the definitive published article.

We hope that our policy of “zero tolerance” and the naming and shaming of those few individuals who do steal the work of others will actively discourage others from being tempted in the future – by the pressures to publish high quality management research – to infringe the rights of others.

www.emeraldinsight.com/info/copyright/plagiarism.jsp#policy

iThenticate

Emerald works alongside iParadigms, LLC, developers of the Turnitin plagiarism detection product for academic institutions and the iThenticate plagiarism detection product for content publishers. In September 2006, the Turnitin service expanded to include Emerald content. This innovative move reinforces Emerald’s proactive stance on plagiarism, and ensures that Emerald content continues to maintain its high standard of integrity. Additionally, Emerald now has five iThenticate licences to allow its Editors to verify that articles submitted for publication are free from plagiarism and do not duplicate previously published work.

The partnership with iParadigms allows Emerald to address the problems of plagiarism and copyright infringement in two ways:

(1) By allowing students, tutors, researchers and Editors to compare content that they are submitting, marking, editing or publishing with content previously published by Emerald through the Turnitin and iThenticate services. This will alert the enquirer to possible duplication or plagiarism, and allow them to take the appropriate action, for example revision.

(2) By allowing Emerald to be proactive and check submitted work for copyright infringement against content it has previously published, plus 8.6 billion web pages, tens of millions of articles in more than 15,000 periodicals, and copyright-free material.

Turnitin and iThenticate have been in use as a plagiarism detection system since 1996. It is completely web-based, requiring no installation or software maintenance. This fits well with Emerald’s accessible web-based publishing model. For more information about access and how to use iThenticate, please contact your publisher, or go to www.ithenticate.com
Structured abstracts

From the start of 2005, all papers published in Emerald journals have included structured abstracts. This development supports Emerald’s plans for continuous improvements in the delivery of content to journal and database users. We believe that the structured approach will ensure more consistency in the type of information contained in the abstract, which, in turn, will lead to a clearer understanding of the key themes of the full article for the reader. Ultimately, it is expected that this will encourage readers to access the journal content online.

The template for the structured abstracts is illustrated below, and needs to be communicated to authors at the time of submitting or accepting the paper – the earlier in the process, the better.

Once articles begin to be delivered through the Manuscript Central, this transition will be automatic.

Instructions for writing a structured abstract for an Emerald journal

Paper type
Authors should pick the category (listed below) which most closely describes their paper. We understand that some papers can fit into more than one category but it is necessary to assign a paper to one of the categories, as follows:

Research paper
This category 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 and test 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 organisations. 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 will 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 more likely to be descriptive or instructional ("how to") papers than discursive.

Selecting keywords
Authors should supply up to six keywords for tagging the paper when archived in the database. Researchers will be more likely to retrieve the paper when conducting a keyword search of our database if a paper is suitably tagged. Care should be taken to avoid overarching terms like “Management” unless the paper discusses the topic with such a wide focus.

Writing the abstract
To produce a structured abstract for the journal and Emerald database, the following fields should be completed. There are four fields which are obligatory (Purpose, Design, Findings and Value); the other two (Research limitations/implications and Practical implications) may be omitted if they are not applicable to a paper.

Abstracts should contain no more than 250 words, and should be clearly and concisely written. The abstract should reflect only what appears in the original paper.

Purpose of this paper
What are the reason(s) for writing the paper or the aims of the research?

Design/methodology/approach
How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?

Findings
What was found in the course of the work? This will refer to analysis, discussion, or results.

Research limitations/implications (if applicable)
If research is reported on in the paper, this section must be completed and should include suggestions for future research and any identified limitations in the research process.

Practical implications (if applicable)
What outcomes and implications for practice, applications and consequences are identified? Not all papers will have practical implications but most will. What changes to practice should be made as a result of this research/paper?

What is originality/value of paper?
What is new in the paper? State the value of the paper and to whom.
Manuscript Central

Manuscript Central™ supports the work of Editors by automating the management of the review process and the organisation of journal issues. It allows a level of flexibility so that individual messages can be sent to authors and reviewers but at the same time automatically keeping records of all the process stages and providing alerts when necessary. The implementation of a new approach to content management will cater for Emerald’s technical publishing to service the existing print medium and also enable the servicing of current and future electronic media.

Manuscript Central benefits Emerald Editors in the following ways:

- At present, article submission and revision processes are paper-based and cumbersome to administer. Manuscript Central™ will streamline the processes, minimise administration and maximise visibility.
- You will be able to check the status of all articles and work-in-progress quickly and simply through your own homepage.
- No more chasing of Journal Article Record forms. Through the use of digital copyright signature, we will overcome the manual completion of copyright clearance forms and chasing by Editors. This should reduce delays caused by the need for a hand-written signature.
- Editors will be able to generate reports on content, reviewer progress and performance.
- Authors will be able to submit papers quickly and easily to an Emerald journal using online registration and log-in. This will improve submission rates for journals and ensure that papers are all held in one place. Therefore, there is a reduced risk of papers being mislaid or workflow dates and information being lost.
- You will be contacted less by authors who are checking the status of their papers, because they will have the ability to monitor the submission and review process and a paper’s progress within it automatically.

Benefits for authors include:

- Authors will be sent revision requests online as part of the process and can identify times at which they will be unavailable and update details as necessary.
- Ability for both authors and co-authors to check the progress of their paper through the review process
- Fluid conversion of author files for HTML and PDF view when required
- Manuscript Central stores the e-mails received by the author, ensuring that authors have a permanent record
- The review process is easier to manage by the Editor, thus speeding up the revision time for authors
- Online submission guidelines will be available for quick and easy checks
- Guidance for authors on attaching figures, etc. provided online.

A full Editors’ Guide to Manuscript Central has been produced separately and is available from Emerald.
Emerald’s production processes

Emerald publishes all manuscripts using electronic production methods and has a policy of minimal intervention. This allows us to publish as quickly as possible, while presenting authors’ work and other content in an appropriate way.

All material received is considered to be complete and in its final form, approved by the Editor and Editorial Board reviewers as being suitable, in quality both of content and of expression, to publish in the journal.

Editor submission requirements

- A running order for the issue submitted for publication.
- All material (text and illustrations) – whether articles or non-article content such as book reviews, conference reports or news material – to be complete and supplied in both electronic and hardcopy versions.
- Each article/paper/feature should have:
  - a completed JAR form, signed by the author(s);
  - the authors’ correct affiliations shown on the manuscript
  - a succinct title – preferably of eight or fewer words – encapsulating the topic of the piece;
  - a structured abstract and keywords;
  - a clear structure with well-written text and a consistent hierarchy of subheadings;
  - citations presented in the Harvard (author/date) style with sufficient information for readers to find the cited works;
  - descriptive captions for any illustrations or tabular material (which should be complete and match the text).

N.B. These submission requirements will differ if the journal is to be delivered via Manuscript Central. Please consult the Manuscript Central Editor Guide.

Emerald will undertake to:

- Check each article/feature for completeness (hard copy manuscript, disk, artwork, tables and citation details) and contact the author if any of these elements are missing.
- Check keywords against Emerald’s controlled vocabulary and change terms if necessary.
- Format the material, applying Emerald preferences in the use of italics, numbers in the text, capitalisation, and ensuring consistency within individual articles – in the use of American/English word spellings and citations – and within the journal issue – in presentation of the content.
- Check for typographical errors.
- Translate illustration files (or scan the illustrations when electronic files are corrupt) and position graphical elements appropriately on the printed journal pages.
- Add electronic links/tags so that the journal content can be searched and retrieved from electronic databases.
- The manuscript is considered to be the definitive version of the article and should be the same version as the electronic file supplied.
- The electronic file is worked on in the Production department – read, formatted and paginated – with reference to the manuscript.
- The production operator/Quality Assurance executive will generally allow/ignore any minor differences between the manuscript and electronic file. Any major differences (many different sentences, sections deleted, added or significantly different) between the electronic file and manuscript will be queried with the author.
- Any handwritten additions/deletions/amendments on the manuscript will be followed in production (i.e. if the Editor wants to make minor amendments (or, for example, add received/revised dates) to an article, then it is not necessary to amend the e-file also). Any major changes considered necessary should be completed on the electronic file and a new manuscript should be printed out and submitted as the final version.

Effort is made at all stages to retain the style and format of a manuscript as the author provided it. It is expected that the review process (via the Editor and referees) will address any considerations which are additional to the above.
The production process (simplified) 2006
January 2006

Queries

Start
Editorial Department
Material supplied

1. Login check
2. AsSET work

Artwork and
photo processing

Automatic
pagination

Basic proof
check

First
corrections (if necessary)

Second proof

Second corrections/
cover preparation

Final proof/
cover proof

Pre-print check/
print order creation

Not OK

Printer

Not OK

Printed
journal check

Despatch

Finished
products

End

HTML conversion

PDFs

TIFF images
creation

SGML
database

Pre-publication
check

HTML conversion

Third parties

Not OK
Case studies

Indian Growth and Development Review, Editor, Policy Section
Professor Chetan Ghate, Indian Statistical Institute, Delhi, India

Q: How did you go about generating the idea for IGDR?
A: We were convinced that India (and the developing country world) needed a top quality journal that integrated the fields of growth and development. In the academic literature, both fields are now much closer; our journal reflects this trend. In addition, existing journals in India (Indian Economic Review, JOQE, etc.) have hit tough times. We wanted to provide a new outlet for solid research – especially keeping in mind young Indian scholars who may not get opportunities in established international journals.

Q: Do you have any particular advice to offer on the selection of an Editorial Advisory Board and the sourcing of quality papers for a new title?
A: Choosing the editorial board is key. It helps to choose people whom one knows personally to some extent. It is then easier to persuade them to submit referee reports in time, do more than their share of refereeing if required, and supply articles when needed etc. Most importantly, however, members of the editorial board need to be potential contributors to the journal, and so they need to be active research-wise. They also need to be people who believe in the mission of the journal – this helps with promoting the journal. In general, you want the right combination of expertise, ability to contribute to the journal, geographic diversity, and an understanding of the mission of the journal.

Q: What factors influenced your choice of articles for the inaugural issue?
A: We asked a few well established senior colleagues to contribute, who agreed. We also wanted to signal the scope of the journal in the inaugural issue: this meant that we carry the right empirical-theoretical balance, and the right senior-junior colleague balance as well. I think 1:1 achieves this well. Of course, all articles published in 1:1 had to be of the highest quality. We are trying our best to ensure this.

Q: Based on your experience, do you have any other advice you would offer to the Editor of a new journal?
A: Think a lot about the niche of the journal. The basic question – why do we need a new journal? – is very important. Many established scholars hold the view that each field needs one or two journals, not more, so why another journal? It needs to be answered very clearly and convincingly, and you can do this if you know your niche. One should be able to describe the USP in a few sentences to anyone.

International Journal of Managing Projects in Business, Editor
Professor Derek Walker, RMIT University, Australia

Q: Please comment on the proposal form (e.g. ease of completion, level of detail required)
A: DW: It seemed to be pretty logical and much like a book proposal.

Q: Please suggest any ways in which you feel the proposal stage can be improved.
A: DW: I can’t think of anything. This is a typical portfolio choice decision process that seems to be well developed.

Q: Were you provided with enough support from Emerald during the pre-launch phase of the journal?
A: DW: I must say that support was excellent. People there are enthusiastic and very friendly. The level of experience comes through strongly and much better than other journal publishers I have dealt with on an EB capacity.

Q: What particular challenges did you face during the pre-launch phase of the journal?
A: DW: Time as always, getting materials out to my own network etc.

Q: Are there any particular successes you can share?
A: DW: The press release was fine. The only error I saw was one I hadn’t spotted in the draft sent to me by Vicky (It had me down in the wrong school at RMIT as I am with the School of Property, Construction and Project Management but it is still at RMIT and didn’t spot the “old” affiliation. It was no drama as it’s all RMIT anyway and anyone visiting the RMIT web site would still find me there. In this case improvement would be up to my being less rushed and taking more time to proof-read the release.

Q: Are there any ways we can improve the management of new journals in the pre-launch phase?
A: DW: I unofficially had a mentor John Dalrymple who is an editor of an Emerald Journal plus, on the EB, past editors, and that was useful for advice. Others starting off a journal may not have thought to do this and may feel lost. Otherwise no.

Q: Were there any problems/issues relating to the production of the first issue that you would like to raise?
A: DW: In terms of the actual production of Issue 1 it was a dream run really. I hope the rest go that smoothly. It looks great, there were no technical glitches that I noticed and I was very happy with the cheery interchange of e-mails with Emerald production staff responsible for that.

Q: Were you provided with enough support from Emerald during, and subsequent to, the launch phase of the journal?
A: DW: I believe so.

Q: Are there any ways we can improve the management of new journals in the launch and post-launch phases?
A: DW: The launch phase of the journal is critical. One should have a mentor and also have thought about the relationship with Emerald in the long term. The launch phase is also critical as this is when the journal gets off the ground and starts to generate interest. It is a time when the journal needs to be promoted and marketed aggressively to ensure that it reaches its target audience.

Q: Based on your experience, do you have any other advice you would offer to the Editor of a new journal?
A: DW: I think one major success is reputation – the “brand” is well-known, so that helps a lot. In the IMPB case, the strategy I adopted by taking enough time to get a well-known EB membership, including editors of the two major “competition” journals in PM, has been helpful in that we feel comfortable in cross-promoting (by word of mouth) the status and value of the journals in PM as a collective value to our practitioners and academics.
Journal of Place Management and Development, Editor
Professor Cathy Parker, Institute of Place Management, UK

Q: What factors led to your wish to launch a new journal? What made you decide to launch with Emerald?

A: The journal was a key offering of the newly formed Institute of Place Management (IPM). The IPM was formed as the professional body for those involved in making places the best they can be. Whilst journals existed in more specialist fields (such as Place Branding) and articles concerned with place management could be found in more general fields (such as geography and/or retailing), there was no publication that met the needs of a place management academic or professional. IPM decided to launch with Emerald for a number of reasons:

1. The experience Emerald has as a major international publisher. IPM felt their proposal and offer would be strengthened by having access to the experience and knowledge Emerald have built up over the last 40 years. The marketing support we have had from Emerald has been especially important whilst building awareness of our new journal.

2. The credibility of working with a major publisher. Whilst IPM could have published its own journal, in house, it would not have been perceived in the same way as one that has gone through a selection process.

3. The international networks of which Emerald are a part. Publishing with Emerald has given IPM access to a number of networks (both academic and practitioner) to which they would not have had access otherwise.

Q: How did you approach promoting the journal to potential authors? Were some methods more successful than others? Do you feel that Emerald did enough to promote the journal during its pre-launch year?

A: Existing contacts and conferences are the most effective way to promote to potential authors. In addition, we had a UK launch event, which Emerald kindly sponsored, which was very successful. Emerald promoted our journal very widely, and we had regular update meetings to discuss suitable conferences/events/e-mail alerts/press releases for promotion purposes. Our journal is managed by an editorial team, which includes our Emerald Managing Editor – we all communicate frequently and, despite the four editors being employed by four different organizations across two continents, it is very much a team effort.

Q: How would you describe the support you have received from Emerald during the pre-launch year and up to the publication of the first issue? Are there things that could have been done better?

A: We received far more support than we expected. Whilst we got a brochure from Emerald during one of our early meetings which set out what support we could expect, I didn’t really take a lot of notice of it at the time. Whilst our Managing Editor and new launch team have been in very regular contact, their e-mails and meetings are helpful. In other words, they don’t get in touch unless it is in the interest of the journal. I appreciate that, as with other Editors, I have a number of other “day jobs”!

From my perspective I can’t really think of anything they could have done better. Like the IPM, they are experienced at working in partnership; therefore they are outcome- and achievement-oriented. I suppose they could make and give us more of those groovy little Emerald stick-its ...
Sample author guidelines

Information Management & Computer Security

Copyright
Articles submitted to the journal should be original contributions (see www.emeraldinsight.com/info/copyright/plagiarism_full.jsp for the journal plagiarism policy) and should not be under consideration for any other publication at the same time. Authors submitting articles for publication warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty. For ease of dissemination and to ensure that end products and contributions become the legal copyright of the publisher unless otherwise agreed. Submissions should be sent to:

The Editors
Ronald Babin, School of IT Management, Faculty of Business, Ryerson University, Toronto, Canada, M5B 2K3.
E-mail: rbabin@ryerson.edu
Professor Steven Furnell, Information Security & Network Research Group, University of Plymouth, Drake Circus, Plymouth PL4 8AA, UK.
E-mail: sfurnell@plymouth.ac.uk

Editorial objectives
Information Management & Computer Security contributes to the advance of knowledge directly related to the theory and practice of the management and security of information and information systems. It publishes methodological developments, empirical studies and practical applications. Emphasis is placed on systematic studies that contribute to the general understanding of the power and usefulness of information and hence contribute to more effective management. It allows leading computer security specialists from around the world to express their concerns, discuss new techniques and discuss strategies for achieving security objectives. Above all, the journal encourages the development of information security consciousness and aims to present professional approaches to theory and practice.

Editorial scope
While the focus of any topic related to the management or security of information will be considered, a number of areas of particular interest are listed below:

- all aspects of information security – availability, integrity and confidentiality;
- links between information systems management or security and business strategy;
- the information economy, management or security;
- telecommunications management and security policy;
- data protection and legal issues;
- all aspects of information security – availability, integrity and confidentiality;
- threats/solutions in all these areas;
- people issues as well as technology issues;
- from mainframe to micro;
- changes in working practices and teleworking.

The Editors will also consider tutorial papers which present state-of-the-art knowledge directly related to the theory and practice of the management and security of information and information systems. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that tables and figures are complete with necessary superscripts shown, both next to the graphic to be imported.

Endnotes
For electronic sources: if available online the full URL should be supplied at the end of the reference.

References to other publications must 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 include all author names and initials and give any journal title in full.

You should cite publications in the text in Adams, (2006) using the first named author’s name or (Adams and Brown, 2006) citing both names of two, or (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:


The preferred file format is Word. Another acceptable format for technical/maths content are Rich text format. Technical assistance is available by contacting Mike Massey at Emerald. E-mail: mmmassey@emeraldinsight.com
Sample call for papers

Call for papers

*International Journal of Law in the Built Environment*

Edited by:
Paul Chynoweth, University of Salford, UK

We are currently seeking papers for a substantial new legal journal, to be launched by Emerald in 2009. *International Journal of Law in the Built Environment* provides a vehicle for the publication of high quality legal scholarship with relevance to all aspects of the design, management and use of the built environment. It publishes up-to-date and original legal research contributions for the benefit of scholars, policy makers and practitioners in these areas, including those operating in the fields of legal practice, architecture, planning, housing, surveying, construction management, real estate and property management.

The journal will publish scholarly legal articles dealing with the application of law in these fields, or with the related professional and policy aspects. Articles may address legal educational issues, doctrinal, theoretical or other forms of legal scholarship, or deal with empirical and socio-legal investigations within a built environment context. In keeping with the journal’s international scope, articles drawing comparisons between two or more jurisdictions and those offering theoretical cross-jurisdictional legal perspectives are particularly welcome.

Coverage is international and includes:
- The law relating to construction contracts and procurement
- The law of real property, the land-related torts and neighbour disputes
- Landlord and tenant law, including dilapidations, rent review and housing law
- Planning, building control, conservation and environmental law
- Conflict management, ADR, litigation and the expert witness
- Negligence, professional liability and indemnity
- Comparative legal studies in the built environment
- Private international law in the context of the built environment
- Jurisprudential and theoretical perspectives on law in the built environment
- The role of legal research and scholarship in the built environment
- Law teaching and curriculum development in built environment professional education.

Each paper is reviewed by the Editor and, if judged suitable for this publication, is then sent to two referees for double blind peer review. Based on their recommendations, the Editor then decides whether the paper should be accepted as it is, revised or rejected.

Submissions should be sent by post or e-mail to the Editor:
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More information can be found at:
www.emeraldinsight.com/ijlbe.htm

www.emeraldinsight.com/ijlbe.htm
The Expert Patients Programme

Sarah Squire
Patient Experience Team and Expert Patients Programme,
National Clinical Governance Support Team, Leicester, UK, and
Patrick Hill
Patient Experience Team, National Clinical Governance Support Team,
Leicester, UK

Abstract

Purpose – To describe the purpose, establishment, work and achievements of the Expert Patients Programme (EPP) of the NHS Modernisation Agency’s Clinical Governance Development Programme.

Design/methodology/approach – The Expert Patients Programme (EPP) is one initiative of the Clinical Governance Support Team (CGST) which provides support for health professionals in implementation of the NHS Clinical Governance Programme arising out of the early work of the Patient Experience Team (PET). “Expert patients” are those with experience of self-management of long-term conditions and the programme centres on developing a model of peer support for patients with similar conditions. The EPP team has built on work at Stanford University in the USA where patients and their carers provide peer advice and support – an initiative termed “lay-led self-management”. The EPP team developed a six-week course facilitated by trained lay people based on the Stanford “Chronic Disease Self Management Course” (CDSMC). This course was incorporated in a pilot study which ended in 2004 and in which the NHS collaborated with accredited voluntary organisations. A total of 98 per cent of Primary Care Centres in the UK took part. The methodology and benefits of the support programme are outlined.

Findings – Evaluation by questionnaire confirms data from other countries on showing improvement in patients’ conditions and a decrease in their use of health services. Access to the EPP programme is to be widened and will be available throughout the NHS by 2008.

Originality/value – An account of the formation, activities and outcomes to date of the EPP programme are provided.

Keywords Patients, Diseases

Paper type General review

There are many opportunities for patient, carer and public involvement (PCPI) in health and social care. Although PCPI has long been recognised as a cornerstone of clinical governance, even the most well thought out plans for involvement can have little real impact on the behaviour of health professionals who for various reasons that are well documented elsewhere are unable to really identify with the patient and carer experience of health and social care.

The EPP is a programme that at its heart seeks to empower everyone, health professionals, carers and patients alike, by supporting all parties to develop more productive working partnerships for the self-management of long-term conditions. The programme has had a powerful impact on thousands of people with long-term conditions in many ways, none more so than on some of the health professionals who have experienced the course as a participant.

A paramedic told us about her experience of the Expert Patients Programme which she had undertaken as a participant. She had gained an enormous amount from the course in learning how to self-manage her own long term condition. However she was...
REFEREE REVIEW SHEET

Title of Paper:
Name of Referee:

Editorial Aims and Scope: The *International Journal of Workplace Health Management* publishes current research and debate on all aspects of health in the workplace, from both the wider public health perspective and the perspective of the individual organisation. As the first scholarly journal in this evolving field, it is a unique resource which aims to disseminate high quality research with real relevance to practice.

How would you classify this article? Please highlight as appropriate

Insight from Health Industry: 2,000-3,000 words, reporting examples of cutting edge applications in workplace health management

Research Note: 2,000-3,000 words, presenting innovative concepts at an early stage of conceptualization for discussion and development, subjected to rapid review to ensure timely publication

Research Paper: 3,000-6,000 words, reporting results of empirical research

Case Study: 3,000-6,000 words, presenting results of detailed case-based research

Policy Paper: 3,000-5,000 words, reporting on policy research and implementation

Please highlight as appropriate

1. Is the content of the article within the aims and scope of the journal? Yes No
2. Does the article reflect a multi-disciplinary or cross-functional approach? Yes No
3. Does the title of the article accurately reflect its contents? Yes No
4. Is adequate credit given to the relevant literature? Yes No
5. Does the article demonstrate originality of: Highly original Nothing new
   Theory 1 2 3 4 5 6 7 8
   Practice or application? 1 2 3 4 5 6 7 8

6. What contribution does the article make to: Highly significant Negligible
   Knowledge about workplace health 1 2 3 4 5 6 7 8
   Awareness of “best practice”? 1 2 3 4 5 6 7 8

7. How well is the article written? Very well Very poor
   1 2 3 4 5 6 7 8

8. Does the article have a structured abstract consistent with the current guidelines for authors (www.emeraldinsight.com/ijwhm.htm)? Yes No

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