

**Organizational Systems Research Association
Submission Instructions**

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by
Research Committee
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**Revised by
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Table of Contents

Conference Submissions.....	1
Direct Journal Submissions.....	1
Submit a One-Page Abstract.....	2
Author Guide for Preparing Your OSRA Research in Progress or Refereed Track Research Findings Abstract	3
Submit Full Paper for Awards Consideration.....	4
Author Guide for Preparing Your OSRA Panel, Seminar, or Workshop Discussion Abstract	5
Author Guide for Preparing Your OSRA Paper for Awards Consideration.....	6
PERMISSION TO PUBLISH Form	7

Organizational Systems Research Association Submission Instructions

Conference Submissions

Step 1 **Submit a One-Page Abstract.** For presentations at the annual OSRA Conference, you must first submit an ABSTRACT ONLY. **By submitting an Abstract for consideration, you are certifying that the work you are offering for review has not been published or presented previously.** You must designate the category for which your Abstract is being submitted:

1. Research in Progress,
2. Panel Discussions,
3. Seminars,
4. Workshops, and/or
5. Refereed Track Research Findings.

Your Research in Progress or Refereed Track Research Findings Abstract must also conform to the guidelines proffered in the document titled *Author Guide for Preparing your OSRA Research in Progress and/or Refereed Track Research Findings Abstract*. Abstracts for Panel Discussions, Seminars, and/or Workshops must conform to the guidelines proffered in the document titled *Author Guide for Preparing your OSRA Panel, Seminar, or Workshop Discussion Abstract*. If your Abstract is selected for presentation, it will appear in the Conference Proceedings, so proofread and edit carefully before submitting.

For an Abstract to be considered for presentation, ALL authors must be OSRA members in good standing (dues paid). If a single-author Abstract is accepted for presentation, the author MUST register for the OSRA Conference. If a multiple-author Abstract is accepted for presentation, at least ONE author MUST register for the OSRA Conference. However, should all authors desire to have their names appear in the program and proceedings, ALL authors must register for the OSRA conference.

Conference Proceedings are a record of the conference. If an Abstract is accepted for presentation but the author does not attend and present, the Abstract may be removed from the Proceedings.

Step 2 **Submit Full Manuscript for Awards Consideration.** Awards winners receive a plaque and the manuscripts may be submitted for publication consideration to the *Information Technology, Learning, and Performance Journal*. At least ONE AUTHOR per paper must register for the OSRA conference at the time of submitting the entire paper for award consideration. Papers will not be considered for awards until a registration fee is received. He/She must submit the manuscript in its entirety via electronic format and it must be formatted in accordance with submissions guidelines proffered in the document titled *Author Guide for Preparing your OSRA Paper for Awards Consideration*.

Direct Journal Submissions

Step 1 **Journal Submissions After the Conference.** All direct manuscript submissions should come to the Editor in accordance with the direct submission guidelines.

Step 2 **Accepted Manuscripts for Journal Publication.** Once your manuscript is accepted, you will need to resubmit your manuscript, in accordance with publication guidelines, to the Editor. The revised manuscript must be accompanied by Permission to Publish Form. The Permission to Publish Form must be signed by ALL authors. (See form on page 7.)

Submit a One-Page Abstract

For presentations at the annual OSRA conference, you must first submit only an ABSTRACT. The Abstract should be a maximum of one page in length and should describe the POTENTIAL IMPACT or INTEREST that the finished manuscript is expected to communicate. Please review and conform to the guidelines for your abstract submissions (see *Author Guide for Preparing your OSRA Research in Progress or Refereed Tract Research Findings Abstract* OR *Author Guide for Preparing your OSRA Panel, Seminar, or Workshop Discussion Abstract*). All submissions will be double blind refereed. You will receive an acknowledgment of receipt of your Abstract. Abstracts for accepted presentations will appear in the Conference Proceedings.

PLEASE NOTE: In submitting an Abstract for consideration, you are warranting that the work you are offering for review is original and has not been presented or published (in any form) previously.

Author Guide for Preparing Your OSRA Research in Progress or Refereed Track Research Findings Abstract

Author's Name
Department, College Name, University Name
City, State, Zip, Country (where applicable)
email address (if desired)

and

Second Author's Name (**where appropriate**)
Department, College, University Name
City, State, Zip, Country (where applicable)
email address (if desired)

Keywords: Author guide, manuscript, camera-ready format, instructions for authors, paper specifications

Your abstract should summarize the content of your submission and should be no more than a **single page (8 ½ x 11)**. Your abstract should describe the potential impact or interest which the finished manuscript is expected to communicate. Your abstract should designate the category for which it is being submitted.

IMPORTANT INFORMATION: The abstract must be prepared in **Word**. Use Times New Roman as the font, with a minimum point size of 10. All submissions are to be made via e-mail to the Call for Papers Coordinator as specified in the annual Call for Papers brochure/flier. You will receive a personal reply indicating your file has been received.

SPECIFICATIONS: To ensure that all Abstracts give an appearance of consistency and uniformity to the Proceedings, you should adhere to the following specifications:

1. The Abstract must not contain corrections nor should there be page numbers, headers, or footers.
2. The top margin should be set at 1.5" and your title should appear on the first line. Your title should be in 18-point type.
3. Your left margin should be 1.5" to allow for binding; the bottom margin should be 1.25" to allow for the insertion of page numbers; and the right margin should be set at 1".
4. Your font size is required to be a **minimum** of 10-point Times New Roman.
5. Your title should be centered across the top of the page and should be typed in 18-point size.
6. The authors' names and addresses should be centered below the title. These lines should be in 12-point size. Do not include any titles before the authors' names or any degree or certification letters after them.
7. Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.
8. Please note that all authors **MUST** be OSRA members in good standing with dues paid, and all authors who desire to have their names appear in the program and proceedings must register for the conference. At least **ONE** of the authors of an accepted abstract **MUST** register for, attend, and present at the conference.
9. By your submission, you are certifying that the work you offer is original and has neither been published nor presented previously.

Submit Full Paper for Awards Consideration

If you would like your full manuscript to be considered for an award, you must submit the paper in its entirety for the double-blind review process. Reviewers of manuscripts submitted for possible awards do not determine acceptance for presentation at the conference. Therefore, you must also submit the one page Abstract as specified in the *Submit a One-Page Abstract* instructions.

Papers must be submitted to the Call for Papers Coordinator in electronic format. The file should be named according to the authorship and should signify that it is an award submission (i.e., Doe-Smith-award). The paper should be prepared according to the guidelines specified in the *Author Guide for Preparing your OSRA Paper for Awards Consideration*.

PLEASE NOTE: By submitting a manuscript for awards consideration, you are warranting that the work you are offering for review is original and has not been presented or published (in any form) previously.

Author Guide for Preparing Your OSRA Panel, Seminar, or Workshop Discussion Abstract

Author's Name
Department, College Name, University Name
City, State, Zip, Country (where applicable)
email address (if desired)

and

Second Author's Name (**where appropriate**)
Department, College, University Name
City, State, Zip, Country (where applicable)
email address (if desired)

Keywords: Author guide, manuscript, camera-ready format, instructions for authors, paper specifications

Abstract

Your document should summarize the content of your panel, seminar, or workshop presentation. It should be no more than a **single page (8 ½ x 11)**. If you use abbreviations in the document, i.e., CIS, include the full meaning of the abbreviation, i.e., Computer Information Systems. Your final edition will be printed in the Proceedings, so please proofread and edit carefully.

IMPORTANT INFORMATION: Your document must be prepared in **Word**. Use Times New Roman as the font, with a minimum point size of 10. All submissions are to be made via e-mail to the Call for Papers Coordinator as specified in the annual Call for Papers brochure/flier. You will receive a personal reply indicating your file has been received.

SPECIFICATIONS: To ensure that all submissions give an appearance of consistency and uniformity to the Proceedings, you should adhere to the following specifications:

1. The text of the document must be English. Your document must not contain corrections nor should there be page numbers, headers, or footers.
2. The top margin should be set at 1.5" and your title should appear on the first line. Your title should be in 18-point type.
3. Your left margin should be 1.5" to allow for binding; the bottom margin should be 1.25" to allow for the insertion of page numbers; and the right margin should be set at 1".
4. Your font size is required to be a **minimum** of 10 point Times New Roman.
5. Your title should be centered across the top of the page and should be typed in 18-point size.
6. The authors' names and addresses should be centered below the title. These lines should be in 12-point size. Do not include any titles before the authors' names or any degree or certification letters after them.
7. Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.
8. Please note that all authors **MUST** be OSRA members in good standing with dues paid, and all authors who desire to have their names appear in the program and proceedings must register for the conference. At least **ONE** of the authors of an accepted abstract **MUST** register for, attend, and present at the conference.
9. By your submission, you are certifying that the work you offer is original and has neither been published nor presented previously.

Author Guide for Preparing Your OSRA Paper for Awards Consideration

COVER PAGE

Author's Name
Department, College Name, University Name
City, State, Zip, Country (where applicable)
email address

and

Second Author's Name (**where appropriate**)
Department, College, University Name
City, State, Zip, Country (where applicable)
email address

MANUSCRIPT BEGINS ON PAGE FOLLOWING COVER PAGE

Abstract

The abstract should summarize the content of the paper. Try to keep it between 100-150 words and do not include equations or references in it. If you use abbreviations in the paper, i.e., CIS, use the full meaning of the abbreviation in the abstract, i.e., Computer Information Systems. The manuscript will be double blind reviewed. If your manuscript receives an award, you will be given instructions by the Editor of the *Information Technology, Learning, and Performance Journal* of the specifications for submission for publication in the *Journal*.

Keywords: Author guide, manuscript, camera-ready format, instructions for authors, paper specifications

Authors should follow the style described for manuscripts and bibliographies in the *Fifth Edition (2001)* of the *Publication Manual of the American Psychological Association*. However, tables should be single-spaced. Authors should not be identified anywhere in the manuscript. Include a cover page with author name, title, organizational affiliation, telephone number, and email address.

PLEASE NOTE: By submitting a manuscript for awards consideration, you are warranting that the work you are offering for review is original and has not been presented or published (in any form) previously.

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