

Submission Guidelines for NEDA Foundation
Review of the Electronic and Industrial Distribution Industries
Volume 6—Number 1



Submission Deadlines

Submit articles by **March 31, 2007** for Volume 6—Number 1 of *The Review of Electronic and Industrial Distribution Industries*. Submit electronically as word attachments to: **dconyers@nedassoc.org**.

If the hard-copy submission is desired in addition to the electronic version, articles should be mailed to the following address. Hard-copy submission along with electronic submission is advisable in the case of extensive graphics that are sent electronically as separate files to eliminate any confusion regarding placement of those graphics. All articles submitted for publication must be received in electronic format prior to being submitted to the review committee.

NEDA Education Foundation
1111 Alderman Dr., Suite 400
Alpharetta, GA 30005-4175
Attn: *Debbie Conyers*

Recommended Topics Volume 6—Number 1

To ensure the interest level of NEDA members as well as industry applicability of articles, submissions should apply to the following topic areas **as they relate to Electronics Distribution**:

Activity Based Costing	Improving Personnel Productivity
Advances in Human Resource Development in an Industrial Distribution Market Sector	Inventory Management Processes
Customer Relationship Management	Lean Manufacturing
E-Business Methodology	Meeting Dynamic Customer Requirements
Industry Environmental Issues	Pricing Policies
Effective Sales Techniques	Profit Enhancement Strategies and Tactics
RFID (Radio Frequency Identification)	Reverse Auctions
RoHS/Lead Free Compliance	Strategic Relationships
E-Procurement	Supply Chain Management
	Human Resource Challenges

Please submit other topics for consideration in writing before March 31, 2007..

Submission Approval Process

All submissions will be reviewed by at least four members of an editorial review committee: two academic and two NEDA members. All reviews are blind, therefore, please list author names on the cover page only.

The review process for Volume 6—Number 1 is expected to be completed by April 30, 2007 and all submitters will be notified of the status of their submission. NEDA reserves the right to make conditional acceptance for future editions based on journal length and level of submission activity.

Any rejected submissions will receive a rationale for rejection. Rationale will be provided in written format only. For publication consideration, these guidelines must be followed. If you have questions, please email us at **dconyers@nedassoc.org**. Note: These guidelines are **NOT** prepared in the prescribed style.

General Requirements

Submission:	Prepare the manuscript in accordance with these guidelines. We will accept only electronic submissions. Due to publication deadlines, submission deadlines will be strictly adhered to.
File Names:	Please save your files as an abbreviated article title, followed by the author's last name, and then the university affiliation (Supply Chain-Jones-UAB.doc).
Page Limitations:	Academic articles should be 10-20 pages in length, including tables, illustrations, and references. Space limitations preclude the acceptance of longer articles.
Word Processor:	Save your files as Microsoft Word 97, or higher. Macintosh files cannot be accepted. Tables and illustrations should not be imbedded objects in the body of the article. If a table or illustration cannot be imported without making it an object, please indicate the location of the table or illustration in the body and send the titled tables or illustrations as a separate file along with the text of the article.
Type Face:	Use Times New Roman Regular font in 12-point. Do NOT use bold type, except for highlighting in the body of the text. Do NOT bold headings, subheads, or make them any other font, a different size or type-face. Do NOT use underlines. When an underline would normally be required, use <i>italics</i> , instead. Do NOT use color.
Margins:	Use the default margin setting of one (1) inch, at the top, bottom and right and left margins.
Spacing:	Single-space the text. Double space before and after headings and between citations in the References.
Indentation:	Indent first sentence in the first paragraph of a section with a [Left Tab] command. Subsequent sentences should NOT be indented. Do NOT use [Styles], or [Paragraph Formatting] to accomplish indentations. Do NOT double space between paragraphs.
Justification:	Do NOT use any [Justification] commands at all. Allow all headings to fall at the left margin
Commands:	Do NOT use page numbers, headers, footers, endnotes, footnotes or table of contents commands. This is very important . Please review the manuscript to ensure that there are no commands embedded in the text. Footnotes and endnotes are problems in the publication process. Since we require APA style, such notes are not needed. Include parenthetical material in the body of the text surrounded by parenthesis (like this). If you must have a note, type in a superscripted number ¹ (like this), and type the note at the end of the manuscript.

Title of Manuscript

The title should be prepared in all capitals and allowed to fall at the left margin. Do **NOT** change the font size or bold the title. Title should be on the cover page and the first page of the manuscript. **For example:**

THIS IS MY PAPER'S TITLE

Authors

Type authors' names on the cover page only in upper and lower case, at the left margin, followed by a comma, and affiliation. Do **NOT** use titles, degrees, or honorifics. On the line following, place the email address. Do **NOT** change the font or bold the names:

Mary Jones, All American University
mjones@aau.edu

Formulae

If you have a mathematical formula, do **NOT** use the formula generator in the word processor. Type the formulae at the left margin and use ordinary letters and symbols, superscripts, and subscripts. **For example:**

$$Z = \text{Sum}(b_i + j_i)^2$$

Headings

Level one headings should be in all capital letters, and allowed to fall at the left margin, without bolding or font changes. Double space before and after the heading (this produces one blank line before and after the heading). Level two headings should be avoided when possible. If a level two heading is required, it should appear in upper and lower case, at the left margin, without bolding or font changes. There should never be a Level three heading. **For example:**

LEVEL ONE HEADING

[Left tab] Paragraph begins ...

Level Two Heading

[Left tab] Paragraph begins ...

Illustrations and Tables

Tables, graphs, and illustrations should be in Times New Roman Regular font and fit within the one-inch margins. Submit tables, graphs, and illustrations in a separate file, but refer to them in the text (Insert Illustration 1 here). For fit purposes, fonts may be reduced to 10 point for tables and 8 point for graphs. Use true tables created by the word processor or spreadsheet. Do **NOT** use tabs and spaces to line up text in a table as these tend to shift in preparation and can create a printing problem. If required, you may use landscape (vs. profile orientation) for a large illustration, but the margin requirements should still be met. If you have complex illustrations, prepared in Word or Power Point, there could be problems with translation. In these cases, please ensure that the illustration location is well noted and that the illustration including title is included as a separate file sent in with the article. Please do not import graphics as objects as it does not translate well into the publication software. Graphics should be grouped as one object when they are collections of smaller objects in order to ensure their organization is maintained. Graphics, tables, graphs, and illustrations must be in black and white. Do **NOT** center illustrations, titles, or captions. Tables should have a single line border on the outside and a single line grid on the inside. Graphs should use a single line border on the outside.

One possible example:

Table 1: Unknown Information

Who	First	Second
What	Second	Third
Where	Third	First

References and Citations

References should be prepared and cited using the APA (American Psychological Association) guidelines (i.e., Carland & Carland, 1991). There is **ONE** deviation for APA style: use ***italics*** in place of underlines for titles. Double space between references and do **NOT** indent in any way. **For example:**

REFERENCES

Kirszner, Laurie G., Stephen R. Mandell, (1999). *The Holt Handbook*, fifth edition, Harcourt College Publishers.
Carland, J.W., F. Hoy, W.R. Boulton & J.A. Carland (1984) Differentiating entrepreneurs from small business owners. *Academy of Management Review*, 9(2), 354-359.

You may want to include some information regarding how to reference within the text.

Guidelines for Publications

References to the literature are indicated in the text by author's name and year of publication in parentheses, i.e., (Kirszner & Mandell, 1999). If the author's name is used within the text, then the year of publication in parentheses should immediately follow it, i.e., "Kirszner and Mandell (1999) state that" Footnotes are not to be used; if the information is essential, please incorporate them within the body of the text.

Guidelines for Cases

Prepare cases as described above with these exceptions. First, instead of an abstract, begin any cases with a **case description** and a **case synopsis**, both in italics as illustrated in the example below. Technical information is in the description, while the synopsis should gain the reader's interest. The body of the case should follow the synopsis, separated by a heading.

For example:

CASE DESCRIPTION

[Left Tab] *The primary subject matter of this case concerns (describe the subject). Secondary issues examined include (list as many as the case contains). The case has a difficulty level of (some application levels may include: new employee, executive management, seasoned industry veteran, etc.). Provide methods to use the lessons of the article in developing the appropriate level of employee.*

CASE SYNOPSIS

[Left Tab] *In this section, present a brief overview (a **maximum** of 300 words). Be creative. This section will be the primary selling point of your case. Potential trainers are more apt to choose cases for adoption which most closely model situations in their own companies.*

INSTRUCTOR NOTES

[Left Tab] Instructor notes are applicable for those cases that could be readily adapted to an employee development environment. This is not necessarily a requirement for all submissions. Instructor notes will not be published, but may be ordered as a supplement to the *Review of the Electronic and Industrial Distribution Industries*. Notes should be prepared in accordance with the overall publication guidelines and included as a separate file on the diskette.