

**Submission Guidelines for ECIA'S  
Review of the Electronic and Industrial Distribution Industries  
Volume 9**



**Submission Deadlines**

Submit articles by **June 30, 2011** for Volume 9 of *The Review of Electronic and Industrial Distribution Industries*. Submit electronically as word attachments to: **dconyers@eciaonline.org**.

**Suggested Topics Volume 9**

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
Environmental Regulations	Reverse Auctions
RFID (Radio Frequency Identification)	Strategic Relationships
RoHS/Lead Free Compliance	Supply Chain Management
E-Procurement	Human Resource Challenges
	Management Considerations

*Please submit other topics for consideration in writing before June 30th, 2011.*

**Submission Approval Process**

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

The review process for Volume 9 is expected to be completed by July 29th 2011 and all authors 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@eciaonline.org. Note: These guidelines are **NOT** prepared in the prescribed style.

**Title of Manuscript**

The title should be prepared in all capitals and allowed to fall at the left margin. **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. **For example:**  
Mary Jones, All American University  
mjones@aau.edu

**Formulae**

If you have a mathematical formula, type the formulae at the left margin and use ordinary letters and symbols, superscripts, and subscripts. **For example:**  
 $Z = \text{Sum}(bi + ji)^2$

## 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).. 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 will be printed in black and white.**

## 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.

## 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.

## General Requirements

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. Space limitations preclude the acceptance of longer articles.
Word Processor:	Save your files as Microsoft Word document. 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 Arial Regular font in 10-point. Do <b>NOT</b> use bold type, except for highlighting in the body of the text. Do <b>NOT</b> bold headings, subheads, or make them any other font, a different size or type-face. Do <b>NOT</b> 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.
Indentation:	Indent <b>first sentence in the first</b> paragraph of a section with a [Left Tab] command. Subsequent sentences should NOT be indented. Do <b>NOT</b> use [Styles], or [Paragraph Formatting] to accomplish indentations. Do <b>NOT</b> double space between paragraphs.
Commands:	Do <b>NOT</b> use page numbers, headers, footers, endnotes, footnotes or table of contents commands. This is <b>very important</b> . Please review the manuscript to ensure that there are <b>no commands</b> 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 <sup>1</sup> (like this), and <b>type</b> the note at the end of the manuscript.