

The Innovation Journal: The Public Sector Innovation Journal

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Guidelines for authors

Fees

1. As of January 1, 2016, The Innovation Journal (TIJ) charges the following fees. Please pay all fees through TIJ PayPal button. TIJ does not accept cheques, purchase orders or bank wire transfers from other countries (the fees are too high).

2. **Submission fee:**

Submitters of original and de novo manuscripts are required to pay a non-refundable fee of \$100C, which helps support journal operations. The fee applies to all types of manuscripts except book reviews. The fee is not required for revised submissions. Manuscripts will not be considered until payment is received. Note that the submission fee is charged regardless of whether the manuscript is sent for external review.

3. **Publication Fee:**

A publication fee of \$900 C is charged upon approval of the paper for publication, which helps support journal operations. It must be paid through PayPal.

General Guidelines

1. **All material** for TIJ must be submitted in standardized English and in TIJ format.

2. **All material** published in The Innovation Journal is peer reviewed. All material except the book reviews and review essays are double blind peer reviewed.

3. **Topics of Interest.** Topics of interest to *The Innovation Journal* relate to public sector (including the non-profit sector) innovation, creativity, change management, case studies (examples), strategies, tactics, definitions, processes, approaches to innovation, innovation theory and innovation dissemination theory. These could be discussed, for example, in the context of partnerships, citizen-centered delivery, restructuring, empowerment and so on.

4. **Peer-reviewed articles** should meet academic standards for publication. They should therefore clearly position the issue being discussed in terms of theory and prior learning in the field addressed. This is usually done in the form of a literature review. Peer-Reviewed papers for The Innovation Journal should be between 5000 and 10,000 words long (between 12 and 20 pages single spaced).

5. **Discussion Papers** should be between 2500 and 5000 words long. In contrast to peer-reviewed articles, discussion papers do not have to be full-fledged academic papers. Nevertheless, they should give clear references to all sources and give the reader indications of further reading in the

same area where appropriate. Please check the guidelines for peer-reviewed articles for formatting guidance. Discussion papers will often cover new and topical areas which have not been deeply explored in the academic literature. They will challenge conventional wisdom in practice and they will raise questions to stimulate debate in *The Innovation Journal*.

6. Case Studies should address one or more examples of public sector innovation. They cover the following issues:

- a. Origins, Rationale and Date Created
- b. Description, including funding and human resources applied to the case study.
- c. Risks, Problems, Barriers
- d. The Process
- e. Benefits
- f. Performance measurement, lessons learned, what happened to the case study and its organization.
- g. Dates the case study and its organization were established and abolished.
- h. The future for the case study.
- i. If possible, comparison of the innovation case study with other innovations or with a similar non-innovative case study and its organization.
- j. Contact person and information for more information on the case study.

Case study submissions may be of two forms:

- Decision-based Case: Presents data to which a theory is applied to analyze the issue requiring resolution and to synthesize what actions should be taken.
- Description-based Case: Describes organizational actions that evaluate using theory or models of best practice.

For more information, please look at the guidelines under the Case Studies section, below.

7. Review Essays and Book Reviews. Generally speaking, we follow common reviewing practices: i.e., include a short description of the contents of the book and then use most of the review space to discuss the strengths and weaknesses of the book. These two tasks can be folded into one (i.e., critique as you summarize), but make every effort to critique the book fully and not just summarize its contents.

Length of review: between about 750 and about 1200 words unless you are preparing a review essay which should be between 1500 and 2000 words.

The review should be entitled Review Essay or Book Review in the top, middle, after two carriage returns. Information on the book itself will appear at the top left, and should follow this format:

Author/Editor's name.

Title of Book (italicized), edition (if applicable).

Place of publication: Publisher, date of publication.

Your name (under the book information).

A brief biographical line, usually identifying your university/professional affiliation and an e-mail address (optional), will appear at the end.

Method of submission: e-mail attachment (preferably Microsoft Word) to the Editor-in-Chief.

8. Authors must **attest** that the article being submitted has not been previously published, is not under consideration for any other publication and that it will not be so submitted while under review by The Innovation Journal.

9. Papers must not have any **identifiers** on them that would allow reviewers to identify the author. A separate title page with full information including email address must be submitted in the same email as the article.

10. **About the Author(s)**. A section should be prepared and submitted separately entitled About the Author. This should be limited to one or two paragraphs. At the end of the publication process, this should be inserted two spaces below the text of the paper and before the References section.

It should be prepared in the following format:

About the Author:

Name of first author, highest degree, academic bio..... The author can be reached at email address (it is optional to provide an email address in the published paper).

Name of second author, highest degree, academic bio....., email address.

Etc.

Formatting Guidelines:

1. The header and all other text should be in black. In the header, the name of TIJ should be italicized. The header should not be underlined. Instead, use the line feature after the zero on the keyboard. There should be a carriage return between the text and the line. Text should be in 10-pitch. Both the text and the line should be right justified. If the article is in French, the header should be repeated, in French, on the line below the English header. For example:

The Innovation Journal: The Public Sector Innovation Journal, 18(1), 2013, article 1.
La Revue de l'innovation : La Revue de l'innovation dans le secteur public, 18(1), 2013, article 1.

2. A separate **title page** should be prepared, in Times New Roman, and submitted in a separate file. The title should be typed in 24-pitch, the subtitle in 20-pitch, the author name in 18-pitch, and affiliations and contact information in 14-pitch. The title page should be centred on the page vertically. The address of the author(s) should appear directly under their names. Authors from the same organizations should list the organization and its address only once. At the end

should appear “All of” followed by the institution and departmental details”. The authors’ email addresses should appear in the About the Author(s), if authors wish to provide it. The title of the paper and the author(s)’ names should be in bold.

3. All text should be in Times New Roman 12-pitch and should be left justified. Notes and table/figure content can be as small as 10-pitch.
4. Concerning the title above the Abstract: There should be two carriage returns then the title should be in 14-pitch and the name of the author in 12-pitch. The title and author name should be in bold. The word ABSTRACT should be in all capitals, in bold and centred. The Abstract should be indented.
5. Underlining is never used in TIJ and there are never titles without at least a little text between them.
6. Title levels are done in this hierarchy: Bold, Bold and Italics, Italics only. There are three carriage returns between sections with bold only titles, but only two between the others. All titles in the text should be left justified.
7. In the text, bold titles should be in 14-pitch, all other text in 12-pitch.
8. There should be a carriage return between a bold only title and the beginning of the text that follows it. There should not be a carriage return between a bold and italics title and the beginning of the text that follows it.
9. TIJ and La Revue de l’innovation use the Chicago Manual of Style as its general guidance, with the following changes/specifics.
10. Papers should be typed in Times New Roman 12-point, in MsWord, and should be submitted electronically to the Editor-in-Chief at eglor@magma.ca
11. Pages should be 8.5 x 11 inches, with margins set at 2.54 cm all the way around.
12. An abstract should be prepared, of less than 250 words. The word “abstract” should be typed in bold, capitals, and centered. The abstract should be included in the same file as the paper. It should not be submitted in a separate file.
13. Please identify approximately five commonly-used keywords under which your article should be indexed. Please do not make up your own keywords. The word “Key words” should be in bold and italics, two spaces below the Abstract.
14. Place the introduction three spaces below the key words, insert three spaces before each title in bold, two spaces after a title in bold, two spaces before a title in bold and italics, and one space after a title in bold and italics. Indent all paragraphs.
15. Please limit footnotes and endnotes. If you use them, put footnotes at the end of each page. Do not put references in footnotes.
16. Paragraphs should be indented and there should be two carriage returns between paragraphs.

17. **Release of copyright** to *The Innovation Journal: The Public Sector Innovation Journal* is required of authors. Manuscripts will not be published unless a copyright transfer agreement has been signed by all the authors of a manuscript and has been received by *TIJ*. Copyright transfer forms are sent out by The Innovation Journal office. Authors of the article may reproduce their articles for their personal classroom teaching purposes without written permission. Written permission is required to reproduce *The Innovation Journal* articles in all other instances.
18. Quotation marks are not put around indented quotations. The reference for the quotation should appear on the same line as the concluding word of the quotation. Any quotation longer than a sentence long should be indented.
19. A sentence or less of quotation should appear in the text, in quotation marks.
20. Figure or table attribution:

Source: Author

Or Source: Jones, 2013: 34. If the document has been copied, the author must secure and pay for (if necessary) copyright release from the publisher.
21. Emphases should be in italics rather than quotation marks. Please reserve quotation marks for actual quotations.
22. Table and figure titles should appear above the document, be left justified be capitalized and in Bold

e.g. Table 1: Forms of Democracy
23. Appendices appear last in a paper.

References

24. The title **References** should be in bold and capitalized, but the whole word should not be capitalized. It should be followed by a colon.
25. The doi for references should be provided if available.
26. Check that all references listed in the text are also listed in the alphabetical list of references at the end of the paper and vice versa.
27. In the text references should be placed in brackets and include last name of author, date of publication, and page number, namely: (Pollan, 2006: 99–100).

Full Sources should then all be listed at the end of the paper, alphabetically by first author's last name, for example as follows:

Book

Government reports and laws should be treated as books. The author of a law is the Parliament.

Identify the author(s), year of publication, title(s), place of publication and publisher. If the publisher is American, include the city and state; if the publisher is located elsewhere, include the city and country.

One author:

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York, NY: Penguin.

Austen, Jane. 2007. *Pride and Prejudice*. New York, NY: Penguin Classics. Kindle edition.

Two or more authors

Do not put a comma after the first name or initial of the first author.

Ward, Geoffrey C. and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York, NY: Knopf.

For both articles and books, for four or more authors, list all of the authors in the references; in the text, list only the first author, followed by et al (“and others” in Latin) e.g. (Barnes et al., 2010). Et al does not need to be italicized and does not require a period after et or al. This is not perfectly correct, but avoids challenges from MSWord.

Ward, Geoffrey C., Ken Burns and Susan Klingman. 2007. *The War: An Intimate History, 1941–1945*. New York, NY: Knopf.

Editor, translator, or compiler instead of author

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago, IL: University of Chicago Press.

Editor, translator, or compiler in addition to author

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London, UK: Cape.

Chapter or other part of a book

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” Pp. 67–83 in John D. Kelly, Beatrice Jauregui, Sean T. Mitchell and Jeremy Walton (Ed). *Anthropology and Global Counterinsurgency*. Chicago, IL: University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” Pp. 33-46 in Walter Emil Kaegi Jr. and Peter White (Ed), *Rome: Late Republic and Principate*, Vol. 2 of *University of Chicago Readings in Western Civilization*. Chicago: University of Chicago Press.

Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1. London: George Bell & Sons, 1908.

Preface, foreword, introduction, or similar part of a book

Rieger, James. 1982. *Introduction to Frankenstein; or, The Modern Prometheus, by Mary Wollstonecraft Shelley*, pp. xi–xxxvii. Chicago: University of Chicago Press.

Laws

Laws should be referenced in the same way as articles and books.

Document Consulted Online

List a URL. Include the date it was accessed. If no fixed page numbers are available, you can include a section title or a chapter or other number. Please check all urls are still active just before publication.

Kurland, Philip B., and Ralph Lerner (Ed). 1987. *The Founders' Constitution*. Chicago, IL: University of Chicago Press. Accessed June 24, 2012 at: <http://press-pubs.uchicago.edu/founders/>.

Journal article

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. The Market in Plato's Republic. *Classical Philology*, 104: 439–58.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. Even if a DOI is available, list the URL, if the reader can access it. Include an access date.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. Origins of Homophily in an Evolving Social Network. *American Journal of Sociology*, 115: 405–50. Accessed February 28, 2010 at: <http://www.press.uchicago.edu/ucp/journals/journal/ajs.html>. doi:10.1086/599247.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010 . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. But Enough about Me. *New Yorker*, January 25.

Stolberg, Sheryl Gay, and Robert Pear. 2010. Wary Centrists Posing Challenge in Health Care Vote. *New York Times*, February 27. Accessed February 28, 2010.
<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Insert a carriage return between each reference.

Book review

Kamp, David. 2006. Deconstructing Dinner. Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review.
<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Thesis or dissertation

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss. University of Chicago.

Paper presented at a meeting or conference

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.

Website

A citation to website content can be mentioned in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."), but a formal citation is also required. It may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. "Google Privacy Policy." Last modified March 11.
<http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19.
<http://www.mcdonalds.com/corp/about/factsheets.html>.