

UK Systems Society and SPMC submission guidelines

All manuscripts must:

- be submitted in Microsoft® Word.
 - be typewritten in English
 - be written in objective third-person point of view throughout (Use "the authors" or "the researchers" NOT "I" or "we")
1. **Originality of manuscripts.** Only ORIGINAL submissions will be accepted for publication. Manuscripts may not have been previously published or be submitted for publication elsewhere.
 2. **Simultaneous submissions.** No manuscript may be submitted to two publications at the same time.
 3. **Revised manuscripts.** UKSS and SPMC will not publish a manuscript that is a “revised” version of a manuscript published elsewhere. In order to be considered original, a manuscript must be at least 80% new material with no more than 200 consecutive words (properly cited) repeated verbatim from any previously published work.
 4. **Teaching notes.** If you are writing a case study then please provide supplemental teaching notes as a separate document from your manuscript. These notes will be provided to readers interested in adopting your work as course material
 5. **Plagiarism.** In common with all academic publications, the society takes concerns of plagiarism very seriously. All manuscripts are checked for plagiarized passages prior to being accepted for publication. Please ensure that all information taken from outside sources is properly cited and that all thoughts are composed in your own words. All instances of plagiarism will be immediately returned to the authors for correction and may be cause for removal of the manuscript from the publication.
 6. **Titles.** Titles may be no longer than 100 characters. Subtitles, if included, may be no longer than 50 characters.
Note that all titles must be entered in title case. To put a title in title case, the first letter of each word should be capitalized unless that word is a preposition (position words such as “over,” “with,” or “between”), conjunction (connecting words such as “and” or “but”), or article (“a,” “an,” or “the”). The only exceptions to this rule are that the first word of the title or subtitle is always capitalized, even if it is an article, preposition, or conjunction.
Titles may not be written in all capital letters (e.g., "CHAPTER TITLE" is incorrect; "Chapter Title" is correct)
 7. **Images.** A manuscript may include no more than 20 figures. Any figures or tables that do not meet these minimum specifications will be returned to the author(s) for correction. All figures must be submitted as separate files in .tif format. Please also note that it is the author's responsibility to obtain permission to use any image currently under copyright by a third party. Please see the image guide for more information.
 8. **Self-citation.** Researchers may need to cite their previously published works in order to communicate an idea effectively in their present manuscript. It is important that self-cited works do not account for, at most, 50% of the total references in the manuscript.
 9. **Equations.** If a symbol or equation can be typed directly into Microsoft Word, please do so.
 10. **APA house style.** Please be advised that due to APA style rules, changes in regard to, among other things, capitalization, the appearance of block quotes and bulleted and numbered lists, and the placement of images on the page may be adjusted accordingly during the typesetting phase. Please format your manuscript according to the proper template for your publication type (handbook chapters will fall under the “Authored or Edited Chapter Template”):