Dear contributors

Thank you very much for accepting our invitation. It is an honor for us to work with you and we hope that we will reward your trust. Below you may find some guidelines that we hope will help you prepare your contributions.

A. CONTENT

A.1. We have indicated the theme of your chapter, but not any specific title. Therefore the title of your chapter is your decision. However the title should reflect clearly the content of the chapter and should not exceed 50 characters. It would be preferable not to include any subtitles, however if you wish so, please make sure that title and subtitle are not separated by semi-colons.

A.2. We would like to receive a hard copy of your contribution with highlighted your suggestions about index words. Alternative you can include your list of your index words in the beginning of your chapter, while submitting the final version. Please note that your list of index words may be expanded or collapsed according to editorial process.

A.3. We would like to receive a short biographical sketch (around 50-100 words) for each one of the authors.

B. FORMAT

B.1. Type your contributions in double-spaced text.

B.2. Include 2.5 cm of margin on all sides.

B.3. Use a cover page that contains the chapter’s title, your name, your affiliation and contact details (both postal and electronic).

B.4. Contributions should be full justified in 12 point Times or Times Roman type.

B.5. Please use bold, uppercase 12 point Times or Times New Roman for primary headings. Use capitalized 12 point Times or Times New Roman for secondary headings and italics lowercase 12point Times or Times New Roman for tertiary headings. Please do not use four-level headings.

B.6. Do not number your headings.

B.7. Do not indent paragraphs, but you may intent quotes given they are indented on both sides at equal distances.
C. BIBLIOGRAPHY

Please use APA (American Psychological Association) referencing system for you citations. Follow the examples below for the most common cases. In case you need more information please contact the editors for a comprehensive list of examples or otherwise refer to: American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington DC: APA.

A) JOURNAL ARTICLE (PRINTED)

In-Text
As discussed by Joint (2005)… OR “….is a better quantitative measure of portal effectiveness” (Joint, 2005, p. 338).

Reference list

B) JOURNAL ARTICLE (ELECTRONIC)

In-Text
“evaluations can be performed by people with widely divergent backgrounds” (Morse, 2002) OR This argument is supported also by Morse (2002) …

Reference List

C) JOURNAL ARTICLE (NO AUTHOR)

In-Text
Library evaluation is constantly spreading in Greek libraries (“Library Evaluation,” 1999)…

Reference List

Note: Order works of the same author chronologically in the reference list. Use a, b, c etc. to designate works of the same author in same year.

D) BOOK

In-Text
…descriptive statistics are a suitable method for organization and presentation of information (Hafner, 1998, p. 2) OR Hafner (1998, p. 58) claimed that…

Reference List

E) BOOK (TWO AUTHORS)

In-Text
Wallace and Van Fleet (2001, p.17)…. OR “…is more than measurement” (Wallace & Van Fleet, 2001, p. 4).

Reference List
Note: Books for three, four or five authors please cite all authors in the first time. When you want to refer to them for second time include only the first author followed by “et al.” and the publication year. Please do not italicise “et al.”. Refer to all authors in the Reference List.

F) BOOK (NO AUTHOR)

In-Text


Reference List

G) BOOK CHAPTER

In-Text

As reported by Agre (2003)…

Reference List

H) CONFERENCE PROCEEDINGS

In Text

As stated by Chan, Goh and Foo (2002)…

Reference List

SUBMISSION

Your contributions must be submitted electronically in one of the following mail addresses: gtsak@ionio.gr and papatheodor@ionio.gr. Upon receipt you will be notified by the editors. Microsoft Word or any other RTF file is acceptable and preferred. In case you want to deliver your contribution in another format, please contact the editors, before starting preparing it.

Please remember that the final submission date is March 31, 2008. The editors will notify you two weeks earlier reminding you the submission date and ask if you would like any assistance with your manuscript.

MORE INFORMATION

For any other formatting guidelines you may refer to the template we provide in book’s website (http://www.ionio.gr/~papatheodor/evalbook).