

# Design Science

## Instructions for Contributors

### How to Submit

All papers for consideration by Design Science should be submitted online through ScholarOne Manuscripts at: <http://mc.manuscriptcentral.com/designscience>. Submitted manuscripts are first sent to one of the Editors-in-Chief who will determine the suitability of the paper for the Journal. The Editor-in-Chief may render an immediate 'reject' decision on manuscripts without review should he deem them unsuitable or inappropriate. After a submission is approved, a peer review process will be initiated. Generally a manuscript is sent to at least three reviewers to assess its strengths and weaknesses. Reviewers make recommendations on the suitability of the manuscript for the Journal based on several criteria including originality, significance and impact, and style and organization. Authors can check the status of their papers in review by logging on to the online submission system. After an editorial decision is made, an email containing the comments from the reviewers and the editor will be sent to the author. The decision email is also accessible at the Author Center of the online system.

### Rules of submission

To be considered for publication in Design Science a manuscript must contain original work (even in the case of a review paper, which does not report original research, the article should form an original contribution to the field in terms of its curation of original research material). A submitted manuscript cannot have been published previously and should not be under review for publication elsewhere. Papers with multiple authors are reviewed with the assumption that all authors have approved the submitted manuscript and concur about its submission to Design Science. A license to publish agreement must be executed before an article can be published. The authors shall retain copyright in the published article. Authors are responsible for obtaining written permission from the copyright owners (authors, editors, or publisher) to reprint or adapt any previously published material included in their article. These permissions must be provided before an article can be published.

### Types of paper

Design Science publishes the following article types

*Research articles* – the majority of articles, communicating original research

*Review articles* – providing a critical review and state-of-the-art on a given topic

*Position papers* – occasional articles conveying an opinion on a particular issue

*Letters* – short communications typically composing discussion of published work

*Editorials* – generally from the editors, and occasionally solicited from guest editors

*Book and product reviews* – can include software and actual designs as well as traditional book reviews

## Article publishing charge

As a 'gold' open access journal, Design Science is published without any access restriction, and receives no subscription revenue. The costs of publication are instead covered by an article publishing charge (APC) levied upon the corresponding author, or his/her funding body or institution. The APC for Design Science shall be set at \$1500 for papers accepted in 2015, with a discounted rate of \$500 for members of the Design Society. Upon acceptance for publication the corresponding author will be contacted by Rightslink on behalf of Cambridge University Press, who will administer the collection of the article publishing charge. At that stage the corresponding author can pay by credit card or arrange for an invoice to be issued to his/her funding body or institution. Selected authors may be granted an APC waiver by the editors. In such cases, a waiver code shall be provided, which should be issued to Rightslink upon receipt of the payment request.

## Preparing your manuscript

All articles must be written in English following the structure outlined below. Papers should be written in a concise manner; though there is no strict page limit, each paper will be judged on its own merits, and those deemed excessive in length will be rejected or will require significant revision. Citations to references should be given in the Harvard style (e.g., Smith et al., 2014). The submission of supplementary material is encouraged. Design Science accepts production files via Microsoft Word or LaTeX format. Authors should initially submit for review only a single PDF file. Upon acceptance, authors will be required to submit final production files, consisting of any figures (preferably in EPS or high-resolution TIFF format) and supplementary material files (pdf, doc/docx, xls/xlsx, ppt/pptx, jpeg, tiff, png, and zip) along with final Microsoft Word or LaTeX source files. Each figure should be accompanied by a single caption, to appear beneath, and must be cited in the text. Figures should appear in the order in which they are first mentioned in the text and figure files must be named accordingly ('Figure 1.eps', 'Figure 2a.tiff', etc.) to assist the production process (and numbering of figures should continue through any appendices). Similarly, each table should be accompanied by a single caption, to appear above the table, must be numbered and mentioned in the text. Following acceptance, proofs will be issued in due course by Cambridge University Press and authors are advised to check those proofs carefully, as it will not be possible to make corrections to an article once it has been published online.

## Research Article (typical) structure

Submission of the typical research article to the journal should normally follow a template covering the material in the following headings. This template is meant to assist authors in providing appropriate structure fitting the particular goals of *Design Science*. The section headings need not have the same exact titles but the overall manuscript should contain the relevant material.

### *Title*

The Title should be informative, specific and be an attractor to the content of the paper.

### *Abstract*

Each paper should contain an abstract of not more than 250 words. The Abstract should tell the reader about the content of the paper and should be standalone text without any references, to allow it to be listed independently of the paper. The Abstract is not the place for the argument, explanation or editorializing.

### *Introduction (Background and Motivation)*

Since the Journal aims to attract authors and readers from the multiple disciplines that carry out design science research, this section should contain sufficient material for a design researcher, who is not an expert in the specific topic of the paper, to gain an understanding of the issues being researched. It should address the relevant background literature through the analysis of the literature's content and provide the motivation for the research by identifying gaps in the available knowledge. Given the heterogeneity of the readers, more references that cover the background should be provided.

### *Aim(s)*

The overarching goal(s) of the research should be succinctly stated here.

For papers reporting the results of computational or empirical experiments, after stating the aims, the hypotheses that are being tested need to be stated (and referred to later in the paper). For theory papers, after stating the aims, the issue being addressed should be presented.

### *Significance*

If the aims are achieved, what will be the original contribution of the work: i.e., what will be known or be possible which was previously not known or possible.

### *Method*

This is the place to describe the why, what, how, who and when of the research in a form such that it can be repeated by another cognate researcher. Describe the nature of the independent/input data and the measured/output data.

### *Results*

Describe the results in a form that matches the independent/input and measured/output data described in the *Method* section. If you are presenting statistical models please ensure that the correct method has been used. Tables and figures provide basic structure to results that make it easier for a reader to grasp what is presented.

### *Analysis/Discussion*

The measured/output data generally needs to be analyzed by structuring it (often statistically) and possibly turning it into a form where it can be used to test the hypotheses listed in the *Aims* section of the paper. Where appropriate the structured results can be compared with results in previous publications. What else can be gleaned from the results?

### *Conclusions*

This is the place to present whether the results provide support for the hypotheses? If so – how? If not – how not? What does this mean for the hypotheses?

Do the results lead to other work?

What other claims can be made based on the results?

### *Acknowledgements*

You may acknowledge individuals or organizations that provided advice or support (non-financial). Formal financial support and funding should be listed in the following section.

*Financial support (Note: This section is important for Open Access Publication)*

Please provide details of the sources of financial support for all authors, including grant numbers. Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors initials; for example, "This work was supported by the National Science Foundation (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Engineering and Physical Sciences Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG)". Where no specific funding has been provided for research, please provide the following statement: "This research received no specific grant from any funding agency, commercial or not-for-profit sectors."

*References*

All references mentioned in the text need to be listed. Ensure the references are complete so that a reader can find them.

*Appendices*

This is the place for additional detailed information about experimental setup, charts, pseudo code, and more detailed results, if needed.

## **Obtaining Help**

Technical support for the ScholarOne online submission system is available by clicking on the 'Get Help Now' link at the top-right corner of each page of the submission site. Any other questions relating to the submission or publication process should be directed to the Design Science Editorial Office via email to [assistant@descij.org](mailto:assistant@descij.org).