Title (Use Title Case)

1st Author Name a, 2nd Author Name b, 3rd Author Name c

a 1st Author Affiliation, City, Country, e-mail address

b 2nd Author Affiliation, City, Country, e-mail address

c 3rd Author Affiliation, City, Country, e-mail address

**Abstract**

This is a template of the formatting requirements for a manuscript submitted to Information Processing & Management (IP&M) for review. IP&M is a [Your Paper Your Way](https://www.elsevier.com/journals/information-processing-and-management/0306-4573/guide-for-authors#txt611) journal … double spacing is helpful for review … , but you are welcome to use this template if you like. Please review the [Author Guidelines](https://www.elsevier.com/journals/information-processing-and-management/0306-4573/guide-for-authors). This document describes how to prepare your submissions. Your manuscript’s title, authors, and affiliations should run across the full width of the page in a single column. The title should be Title Style. Author names should be in Author Name Style, and affiliations in Author Name Style, and email address in Author Email Style. For the Abstract heading, use the Normal style and bold it. The Abstracts should be a concise statement of the problem, approach, findings, and implications of the work described within a single paragraph. It should clearly state the paper’s contribution to the field.

**Keywords**

Add about 5 keywords or phrases separated by semicolons for use in indexing this paper; these may also be used to identify appropriate reviewers. For the Keywords heading, use the Normal style and bold it.

1. Introduction

The heading of a section should be in Times New Roman 10-point bold (Section Heading Style). Sections should be numbered and in sentence structure. Generally, everything but the title is Times New Roman 10-point font. A reasonable manuscript structure would be: Introduction, Review of Literature, Research Objectives/Questions, Methodology, Results, Implications, and Conclusion, but this may vary based on your research.

* 1. Page size and columns

On each page, your material should fit within the margins of this template in a single column. Right margins should be justified. Headings of sub-sections should be in Times New Roman 10-point bold in sentence structure (Sub-Section Heading Style).

* 1. Text

Content paragraphs like this one are formatted using the Normal style (Times New Roman, 10 point). Double spaced.

* 1. In-text citations

In-text citations should be in APA (7th edition) style, and all citations must appear in the references at the end of the document. All references in the reference listing must be cited in the manuscript. References should be published materials accessible to the public and mostly peer reviewed.

* 1. Footnotes and endnotes

Best not to use if you can avoid it.

* 1. Section headings are in sentence format

The heading of a section should be in Times New Roman 10-point bold (Section Heading Style). Sections should be numbered and in sentence structure.

* + 1. Sub-sub-subsections

Headings of sub-sections should be in Times New Roman 10-point bold in sentence structure (Sub-Section Heading Style). No more than three tiers of sections.

* 1. Table and Figure Style

Use Tabletext style (as in Table 1) for all tables. Table captions should be placed below the table. Figure captions should be placed below the figure. Captions should be Times New Roman 10-point bold in sentence structure

| Objects | Column A | Column B |
| --- | --- | --- |
| Tables | Above | More |
| Figures | Below | Less |

Table 1. Example table caption style. Same for figures.

Number all tables or figures with the appropriate label followed by a period, one space, and the caption. Whenever possible, place figures and tables at the end of the paragraph in which the figure or table is referenced. Captions should be Times New Roman 10-point bold (Caption style). They should be numbered (e.g., “Table 1” or “Fig. 2”), centered, and placed beneath the figure or table. The words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur in the text. Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures manually followed by a period, one space (e.g., Fig 1.), and the caption.

1. Conclusion

Please review the [Author Guidelines](https://www.elsevier.com/journals/information-processing-and-management/0306-4573/guide-for-authors).

1. ACKNOWLEDGMENTS

This is just an example. This section is optional.

1. REFERENCES

References use the References Style. References should be in APA (7th edition) style and all citations must appear in the references at the end of the document.