

# TMC Publication Guidelines

## 1.0 Introduction

Contributions, in the nature of Original, Unpublished, Research Papers, Articles, Reflections, Book Reports and Book-Reviews and other acceptable submissions (*e.g. Published undergraduate Project/Dissertation/Thesis; Turning students Coursework into Academic Articles; and Master Degree/PhD/DBA-Doctoral of Business Administration thesis chapters*) are invited for consideration in *TMC Academic Journal* published once a year by TMC Academy.

## 2.0 Authors' Responsibilities

- i. The contributions must be original, either in electronic or paper-based form by the author(s) or by another publisher.
- ii. The author(s) must take note of the copyrights of other works included in their contributions, and wherever necessary must obtain prior permission from the copyright holders, before submission of their literary work to TMC for publication.
- iii. TMC will not be responsible for any issue arising from contents, copyrights or any other issue (e.g. plagiarism, etc.) relating to and arising from the submissions of the authors. In all such cases, the responsibility will be that of the contributors [author(s)] only.
- iv. TMC's role in *TMC Academic Journal* is to provide a platform for encouraging and motivating original works. The following types of articles may be published in TMC Academic Journal:

a) **Original and Unpublished Journal Articles in any discipline** based on any of the following article classifications:

- Research paper
- Literature review (Narrative literature Review; Systematic Literature Review; Meta-analysis; Meta-synthesis; Scoping Reviews; Analytical Review)
- General review
- Viewpoint
- Technical paper
- Conceptual paper
- Case study
- Book Review
- Book Report

b) **Adapting the undergraduate Project/Dissertation/Thesis** for publication which may be any type of the following article classifications:

- Case study
- Literature review (*Narrative literature Review; Analytical Review; Systematic Literature Review; Meta-analysis; Meta-synthesis; Scoping Reviews*)
- General review
- Research paper
- Viewpoint
- Technical paper
- Conceptual paper

Inform [journal@tmc.edu.sg](mailto:journal@tmc.edu.sg) and also in the article at the time of submission that your academic journal article is based and adapted on your degree studies project/dissertation/thesis chapters and also mention the date submitted to the respective University programmes.

c) **Turning students/ writer-centered coursework into reader-centric academic articles** which may be any type of the following article classifications:

- Case study
- Literature review (*Narrative literature Review; Analytical Review; Systematic Literature Review; Meta-analysis; Meta-synthesis; Scoping Reviews*)
- General review
- Research paper
- Viewpoint
- Technical paper
- Conceptual paper

d) **Master Degree/PhD/DBA-Doctoral of Business Administration thesis chapters** that are not yet published in the exact format and are intended to be published in TMC Academic Journal.

- Inform [journal@tmc.edu.sg](mailto:journal@tmc.edu.sg) at the time of submission that your academic journal article is based and adapted on your thesis chapters and also mention the tentative publication date of the Master/PhD/DBA thesis.
- Thesis writing and writing journal article are two completely different sub-genres of academic writing. So, you may take the basic idea/findings/literature survey from your thesis and rewrite it in the form of a journal article. You should cite the thesis in the article.
- To establish your credibility in the knowledge community, it is good to publish and confirm your research.
- Many researchers/professionals/Graduate Students have quite a long time between thesis submission and acceptance. So, this is an opportunity to

continuously write and improve academic writing whilst refining your final chapters for final submission.

### **3.0 Guidelines for Authors**

- i. Please follow the APA or Harvard referencing style (Author's name, year of publication and relevant page number in the body of text).
- ii. Detailed guidelines can be found from *Guidelines for Authors (See Appendix A)*.

### **4.0 Publication Procedures**

- i. Material submitted for publication will be double-blind peer-reviewed under the system of anonymity.
- ii. The Editorial Board/Review Committee reserves all rights for editing the works of the authors, including modification of the contents wherever necessary.
- iii. If necessary, the author(s) may be required to resubmit the works in the light of the suggestions provided by the reviewers/ editorial board.
- iv. TMC will inform the author(s), about the acceptance or non-acceptance of the works and reserves the right of not providing any reasons for non-acceptance.
- v. TMC encourages submissions from both academia and industry professionals.
- vi. There will not be any compensation of any forms payable to the authors.
- vii. TMC is at liberty to change the guidelines/rules regarding publication at any time and without any prior notice.

### **6.0 Submission of Literary Work**

Please submit the manuscript by email to: [journal@tmc.edu.sg](mailto:journal@tmc.edu.sg)

# APPENDIX A- Guidelines for Authors

## 1.0 CITATION & REFERENCE GUIDELINES

- Authors are advised to avoid plagiarism and self-plagiarism.
- Authors are advised to use consistent referencing style either using APA or Harvard style reference guidelines and the reference list must be arranged in chronological and alphabetical order at the end of the manuscript.

### CITATIONS (In-text)

These are in-text acknowledgements of others' contributions to support the ideas of the author. The citation is made in parentheses. The citation must be done in the Harvard Referencing Style (furnishing the last name of the author, year, and page number). There are several variations in this model. Authors are advised to refer to the following:

- i. APA Style:  
<http://www.apastyle.org/>
- ii. APA Citation generator:  
<http://www.citethisforme.com/citation-generator/apa>
- iii. Harvard Reference Style:  
<https://skillshub.northampton.ac.uk/2016/08/29/harvard-referencing-guide/>  
[https://www.gre.ac.uk/\\_data/assets/pdf\\_file/0019/232570/SS-Referencing-Rev5.pdf](https://www.gre.ac.uk/_data/assets/pdf_file/0019/232570/SS-Referencing-Rev5.pdf)

### Order (Alphabetical order)

Example:

Abell, A., & Oxbrow, N. (2006). *Competing with knowledge : the information professional in the knowledge management age*. London: Facet.

Bryman, A. (2015). *Social research methods*. Oxford university press.

Firestone, J. M. The New KM - What is it? Knowledge Management Consortium International Retrieved 6 December 2014, from [http://www.kmci.org/the\\_new\\_knowledgement.html](http://www.kmci.org/the_new_knowledgement.html).

Serenko, Alexander; Bontis, Nick; Booker, Lorne; Sadeddin, Khaled; Hardie, Timothy (2010). "A scientometric analysis of knowledge management and intellectual capital academic literature (1994–2008)". *Journal of Knowledge Management*. 14 (1): 13–23.

APA:

Bryman, A. (2015). *Social research methods*. Oxford university press.

HARVARD:

Bryman, A., 2015. *Social research methods*. Oxford university press.

### **Order (Chronological Order)**

If there are several works by the same author/s, citations can be made by adding “a”, “b” etc. after the year.

Example: (2017a, 2017b)

#### **1. More than one author**

- a. In the case of more than one author and up to six authors, all the names are cited in the first instance. In subsequent citations, the first author’s name followed by et al. can be cited. For seven or more authors, et al. can be cited even in the first instance.

#### **2. No author’s name**

- a. If there is no author’s name, the name of the journal can be cited in the author’s place. The above point is also applicable to corporate authors.

#### **3. Electronic Sources**

- a. If the details such as author’s name and year of publication, etc. are not available on a particular website, please do not use the information on the website.
- b. Authors are advised not to use Internet/Google (this includes using Google Scholar and Wikipedia) searches as references.

### **REFERENCE (End-text)**

Reference list or list of references must be provided at the end of the manuscript.

#### **Order**

Please list the authors by the last name of the authors in chronological and alphabetical order. In the case of works by the same author, list the earlier work first.

## 1. Books, reports, working papers

Provide the last name of the author, initials followed by a space, year in brackets, *title of the book* in italics, name of the publisher, and place of publication.

### Example

DePoy, E. and Gitlin, L.N., 2015. *Introduction to Research-E-Book: Understanding and Applying Multiple Strategies*. Elsevier Health Sciences.

## 2. Edited books

Acknowledge the author as well as the editor. (Author, year, article name in double quotes, *book name* in italics, editors name (ed. Abcd), publisher's name, place of publication, page numbers.

### Example

Ang, P. (2006), "New frontiers in information technology" in Bhati, D. and Chua, C (eds.), *Issues in the Globalised IT Environment* (2nd edn, pp. 123-140), Academic Publishers, London.

## 3. Journal articles

Author's last name, initials, (year), Title of the article, *Name of the Journal*, volume number, issue number, pages.

Place the title in double quote ('...').

### Example

Costa, E., Soares, A.L. and de Sousa, J.P., 2016. Information, knowledge and collaboration management in the internationalisation of SMEs: a systematic literature review. *International Journal of Information Management*, 36(4), pp.557-569.

## 4. Newspaper articles

Author's last name, "article", *Newspaper*, date and month, year, page number.

### Example

Hopkins, P. (2004), "Parmalat cooked the books world-wide: police", *The Age*, 7 January, 2004, Business, p. 2.

## 5. Conference papers

Author's last name, (year), "title of the article", in proceedings of the (*name of the conference*), place, page number.

Author's last name, (year), "title of the article", paper presented at the (*name of the conference*), place.

Example

Kesavan, P., 2013. Organizational Learning, Knowledge Management and Innovation Fusion. In *Proceedings of the International Conference on Managing the Asian Century* (pp. 449-456). Springer, Singapore.

Example

Wolfsensohn, J. (2003), *Partners in Development*. URL: [//www.worldbank.org/progress/reducing\\_poverty.html](http://www.worldbank.org/progress/reducing_poverty.html) (accessed 18 September 2010).

## 2.0 Frequently Asked Questions: FAQs

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| <p>What type of journal articles I may submit?</p> | <p>You may publish the following in TMC Academic Journal:</p> <p>a) <b>Original and Unpublished Journal Articles in any discipline</b> based on any of the following article classifications:</p> <ul style="list-style-type: none"><li>• Research paper</li><li>• Literature review (Narrative literature Review; Systematic Literature Review; Meta-analysis; Meta-synthesis; Scoping Reviews; Analytical Review)</li><li>• General review</li><li>• Viewpoint</li><li>• Technical paper</li><li>• Conceptual paper</li><li>• Case study</li><li>• Book Review</li><li>• Book Report</li></ul> <p>b) <b>Adapting the undergraduate Project/Dissertation/Thesis</b> for Publication which may be any type of the following article classification</p> <ul style="list-style-type: none"><li>• Case study.</li><li>• Literature review. (<i>Narrative literature Review; Analytical Review; Systematic Literature Review; Meta-analysis; Meta-synthesis; Scoping Reviews</i>)</li><li>• General review.</li><li>• Research paper.</li></ul> |
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|---|---|
|   | <ul style="list-style-type: none"> <li>• Viewpoint.</li> <li>• Technical paper.</li> <li>• Conceptual paper.</li> </ul> <p>Inform <a href="mailto:journal@tmc.edu.sg">journal@tmc.edu.sg</a> and also in the article at the time of submission that your academic journal article is based and adapted on your dissertation/thesis chapters and also mention the date submitted to the respective University programmes.</p> <p>c) <b>Turning (students) writer centered coursework into reader-centric academic articles</b> which may be any type of the following article classifications:</p> <ul style="list-style-type: none"> <li>• Case study.</li> <li>• Literature review.</li> <li>• General review.</li> <li>• Research paper.</li> <li>• Viewpoint.</li> <li>• Technical paper.</li> <li>• Conceptual paper.</li> </ul> <p>d) <b>Master Degree/PhD/DBA-Doctoral of Business Administration thesis chapters</b> that is not yet published in the exact format and is intended to be published in TMC Academic Journal.</p> <ul style="list-style-type: none"> <li>• Inform <a href="mailto:journal@tmc.edu.sg">journal@tmc.edu.sg</a> at the time of submission that your academic journal article is based and adapted on your thesis chapters and also mention the tentative publication date of the Master/PhD/DBA thesis.</li> <li>• Thesis writing and writing journal article are two completely different sub-genres of academic writing.</li> <li>• You may take the basic idea/findings/literature survey from your thesis and rewrite it in the form of a journal article. You should cite the thesis in the article.</li> <li>• To establish your credibility in the knowledge community, it is good to publish and confirm your research</li> <li>• Many researcher/professionals/Graduate Student have quite a long time between thesis submission and acceptance. So, this is an opportunity to keep continuously writing and improving academic writing whilst refining your final chapters for final submission.</li> </ul> |
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| How do I ensure anonymity of my manuscript for peer review?                                      | Please check the manuscript to ensure that the author names do not appear anywhere. This includes on Figures and tables.   |

**-THE END-**