Authors should carefully review these instructions and the Call for Papers. They should also feel free to contact the Editor-in-chief, Ken Peffers to discuss questions or problems they may have with a submission.

Submission and review process objectives

- To select papers for publication that are novel, state-of-the-art, and exciting, that IS researchers and professionals will want to read, and that will have an impact on research and/or professional practice in IS.
- To publish papers very quickly with an engineered review and publication process designed to provide moderate development assistance to authors who have submitted papers that are ready to be peer reviewed.
- To help authors finish very high potential papers as concisely written articles of the highest quality by providing precise editorial direction.

JITTA’s goal is that review and publication of successful papers should average 16 weeks from the date of submission. Of course, individual times vary, however, JITTA expects that most successful papers will be published within six months, including author revision time. This compares with an average of 2-5 years for traditional academic IS journals.

Submission system

JITTA has implemented a new paper submission and review system. It is perhaps the best and easiest to use of those in use among IS journals. It is found at http://jitta.org. This system helps us to achieve our goal of a short and dependable review and publication cycle. All papers submitted to the journal for publication should be submitted through the new system.

To submit a paper to the system, go to the paper submission and review system at http://jitta.org, register in the system, and follow the link for your activities as an author. Each author on a paper must register as an author in the system. Alternately, the corresponding author can create each of the author accounts.

Submission form

The submission consists of three parts, (1) the paper itself, (2) the note to the editors, and (3) the author identities in order of authorship.

The paper format

All of the materials for a submission, including figures and tables, must be in one MS Word (any version) document file. Please do not send compressed formats, PDF documents, or send a submission as multiple files. If you have difficulty complying with these requirements or have questions about any aspect of submitting papers to JITTA, please contact us at editor@jitta.org. Note that for
security reasons very large files, e.g., of about 5 MB or more, are automatically rejected by the system.

Format the document as plainly as is practical. Format it as double-spaced and single-sided. Do not imitate the style of the published journal. Strip the author names and affiliations from the paper; they are entered separately into the system.

The initial submission should include:

1. An abstract that independently summarizes the paper, i.e., is not part of the paper.
2. A contribution section. See below.
3. A complete and appropriately formatted reference list. See recent issues of the journal for reference list examples. There must be a one-to-one relationship between citations in text and reference list items.
4. Figures and tables should be captioned with sufficient clarity so that a reader, opening the paper to a figure or table can understand its meaning. Table captions go above the table, figure captions below. Captions should not be imbedded in graphics, i.e., they should be in text. Axes, other dimensions, and shapes in figures should be labeled. Tables and figures must be discussed in text and should be pasted into the document near the location where they are first discussed.

The note to the editor

Include in an accompanying note to the editor, also entered into the system as an MS Word document, include:

1. Identification of the type of paper being submitted (see call for papers).
2. The names, institutions, addresses, fax, telephone numbers and email addresses of four people who are well qualified, in your opinion, to serve as reviewers for the paper. The reviewers must have no explicit professional or personal connection, e.g., current or former co-author, student, teacher, advisor, institutional colleague or relative, with the authors.

It is wise to include nominees who have a variety of levels of experience, i.e., not all senior researchers.

3. Discussion about how the paper’s contribution and quality should be evaluated.
4. Anything else that you would like to address to the editor.

On revision...

When the editor informs you that a revision of the paper will not be going back to the reviewers, it must also include:

1. Author biographies of approximately 50-100 words for each author pasted into the end of the document.
2. Author photos pasted into the end of the document. Photos should not exceed 50 Kb before pasting into the document. They should be head and shoulder only shots in black and white or color.

Statement of contribution

Because JITTA entertains innovative paper forms, it is especially important that reviewers, editors, and readers have a clear understanding about what the paper contributes to research and/or practice, in the view of the authors. Include a section, labeled “Contribution,” at the beginning of the paper that explicitly describes the intended contribution of the paper in terms of the paper’s research objectives, the precise nature of the new knowledge created, and the audience of readers to whom it is addressed. The reviewers and readers will use this section to help understand and evaluate your contribution. It may also influence the selection of reviewers. It must be sufficiently explicit and detailed so that reviewers can use it as a standard with which to measure what you have done in the paper. Note that the contribution section isn’t the same thing as an introduction, which has a somewhat broader purpose and is also expected.
It is also not the same as an abstract. An abstract summarizes the paper. Its purpose is to provide a very short summary of the paper, incorporating the important contents, concepts, and results of the paper to help users of bibliographic databases determine whether to obtain a copy of the full paper.

The contribution section highlights the value created by the article so that readers can evaluate it appropriately. For example, if a paper written for *ISR* (Dos Santos, Peffers, and Mauer, 1993), had actually been submitted instead to *JITTA*, a contribution section in the paper might have looked like the example in the box below.

**Editor’s preliminary review**

The senior editor assigned to your paper will briefly review the submission prior to sending it out to reviewers. Any of the following will result in the paper being rejected. When a paper is rejected at this stage the editor will generally not make suggestions for development of the paper content.

1. Not ready for review. It would be rejected if the paper lacks elements, such as an abstract, appropriate introductory front end material, an adequate statement of contributions, discussion and conclusions, properly formatted citations and references, or other elements requested in the instructions or call for papers. It would also be rejected if the form, language or other presentation elements of the paper are not workmanlike. Authors are urged to circulate a paper to colleagues before submitting it to *JITTA* and to have the paper edited by an English language editor if presentation in English is not the authors’ strong point.

2. No contribution. If the paper lacks an explicit statement of contribution or if the statement indicates, in the opinion of the senior editor that the paper does not make a prima facie case that it makes a substantial and novel contribution to knowledge.

3. No hope. If for any reason the editor concludes that there is little hope that the paper can be made acceptable in one round of revision.

**Contribution (example)**

This paper makes a contribution to IS research in several ways. To our knowledge it reports on the first use of “event study” methodology in IS research. This methodology is well regarded in the accounting and finance literature, has a wide following, and has many potential uses for the investigation of research problems in IS.

This is also the first study to examine the impact of announced IS investments on the value of the firm from the perspective of the investor, as measured by daily returns in the firm’s equity securities.

The study provides evidence that, on the whole, the market does not react positively to announced IT investments, suggesting that such investments do not systematically provide higher than required industry rates of return. However, IT investments classified as innovative did result in positive reactions, suggesting that investors expect such investments to provide abnormal returns.

This research is expected to be very interesting to researchers focusing on the business and economic impacts of IT investments and substantially interesting to IS researchers in general. It may be moderately interesting for sophisticated IS managers and practitioners who are interested in the expected impact of IT investment announcements on stock market returns.
Review process in brief

JITTA’s review process starts with a double-blind peer review. Editors will generally attempt to refer papers to reviewers who will be interested in and can understand the paper’s contribution. This may include members of the Editorial Review Board, other researchers from around the world, and knowledgeable practitioners, when appropriate. JITTA editors have discretion to determine the weight they will assign to reviewer comments and suggestions.

“One major revision/one minor revision” rule

Because of its 16-week publication objective, JITTA aims to play less of a development role for authors than some other journals. Submissions to JITTA are generally limited to, but not assured, no more than one major revision and one minor revision. This means that the senior editor will reject a submission, if after review, he or she cannot specify to the authors how to make the paper acceptable or if he or she thinks that it is not likely that the authors can make the paper acceptable in one review cycle. Consequently, it is important that papers submitted to the journal be finished and revised by the authors. They should not be first drafts.

In order to facilitate paper acceptance in fewer rounds of review, senior editors will use their own reviews to ascertain which reviewee suggestions should be the focus of author efforts and what other activities should be undertaken by the authors. In general, JITTA senior editors will exercise more discretion, independent of reviewers, than editors at other IS journals.

When a paper is revised for resubmission, it is important for authors to make sincere efforts to revise the paper well by making the best use possible of the recommendations of the reviewers and editor. Authors are encouraged to discuss possible revisions with the senior editor. On revision or resubmission, the editor will reject the paper if he or she cannot specify how to make the paper acceptable for publication with minor revisions.

Ken Peffers, Editor-in-Chief and Publisher
Saturday, June 22, 2002

REFERENCE