## *Cybersecurity for Decision Makers (2023); USA: Taylor & Francis*

Please refer to the [Manuscript preparation guide](https://tandfbis.s3-us-west-2.amazonaws.com/rt-files/AUTHOR/Guidelines/Manuscript+preparation+guide.pdf) for supporting information.

1. Your chapter title

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**Abstract**

This chapter covers how to format your chapter files in the manuscript you will provide to Taylor & Francis. It covers manuscripts supplied in Microsoft Word format. The chapter includes all the basics; the first section covers the text itself and is essential to all books. It emphasises that Taylor & Francis do not have a set house style, but instead require consistency throughout in terms of stylistic choices including spelling and referencing. It also includes guidance for including abstracts, such as the present one, and keywords, as below. The second section includes information on non-textual content and how this is indicated and referred to in the chapter itself, with specific guidance on callouts and captions.

# Heading 1. Introduction

The chapter text as it will appear in the book then begins here. Note that the purpose of this sample is to show how to include the various aspects outline above including abstracts, keywords, tables, figure callouts and special characters. The actual formatting in terms of line spacing and font size etc. only needs to be clear and consistent rather than following any requirements.

## Heading 2. Problem Rationale and Research Question

Please make clear WHY you are writing this chapter, what problem are you addressing and who are the expected stakeholders. You could copy one of the RQs from the CFP website.

# Heading 1. Literature Review

Try to include at least one visual, a table and or figure, to appease multiple learning styles.

You may choose to refer to tables in the text, such as table 1.1.[[1]](#endnote-2) Note that the table has been added using the insert table functionality within Word, rather than being an image pasted into the document. Because this is created using Word and is fully editable, it is fine to include in the manuscript itself.

|  |  |
| --- | --- |
| State | Abbreviation |
| Alabama | AL |
| Alaska | AK |
| Arizona | AZ |
| Arkansas | AR |
| California | CA |

Table 1.1. Some U.S. states and their abbreviation

## Heading 2. Literature Synthesis

### Heading 3. What about images?

You may also decide to include an image somewhere. In this case, it’s a photograph, so see the Artwork section for details on the technical requirement of the file itself. The image file should not be inserted into the chapter, but instead flagged with a callout, along with a caption. Upload the image as a JPG or TIFF filename extension with the name of your paper so it may be associated with your chapter. Try to make sure the image is at least 300 DPI resolution – as a tip make the width of your image at least 1500 pixels in Windows or Mac software and save as 300 DPI in TIFF format.

<Figure 1.1 here>

Figure 1.1. A dog running along a beach. Photograph by the author.

What about special characters?

If the manuscript includes any special characters, make sure these are included in a font that supports Unicode so they will appear the same when opened on another computer or changed to a different font.

*Example*

Your book may include some ancient Greek such as the opening to the *Histories* by Herodotus: Ἡροδότου Ἁλικαρνησσέος ἱστορίης ἀπόδεξις ἥδε, ὡς μήτε τὰ γενόμενα ἐξ ἀνθρώπων τῷ χρόνῳ ἐξίτηλα γένηται, μήτε ἔργα μεγάλα τε καὶ θωμαστά, τὰ μὲν Ἕλλησι τὰ δὲ βαρβάροισι ἀποδεχθέντα, ἀκλεᾶ γένηται, τά τε ἄλλα καὶ δι᾽ ἣν αἰτίην ἐπολέμησαν ἀλλήλοισι.[[2]](#endnote-3)

# Heading 1. Methods

Please mention your methods. If you are doing just a literature review then perhaps you are applying the meta-analysis or critical analysis method (Graf, 2015). Maybe you are using a single or multiple case study method (Steenhuis, 2015). Maybe you are using phenomenology, ethnographic or grounded study methods (Strang, Brennan, Vajjhala & Hahn, 2015). Maybe you are using quantitative methods like survey analysis with regression, ANOVA etc. or SEM (Kim, Sturman & Kim, 2015). You could also declare your philosophy or ideology, positivist – interpretative – constructivist (Rafoth, 2015).

# Discussion and Results

Include results here and interpretations.

# Conclusions and Recommendations

Mention if and how you answered the RQs, and what this means to stakeholders (implications). Mention limitations and recommendations for future research (i.e. how to overcome limitations).

# Reference list

[Use Chicago B style formatting – please include **document object identifiers DOI.**

**Ensure to have some recent sources cited, at least 3 papers within last 3 years 3:3 rule.**]

Graf, Linnaya. 2015. ‘Critical Analysis Using Four Case Studies across Industries’. In Palgrave Handbook of Research Design in Business and Management, edited by K. D. Strang. New York: Palgrave Macmillan. doi:10.1057/9781137484956

Kim, Sewon, Edward Sturman, and Eun Sook Kim. 2015. ‘Structural Equation Modeling: Principles, Processes, and Practices’. In Handbook of Research Design in Business and Management, edited by K. D. Strang. New York: Springer/Palgrave Macmillan. doi:10.1057/9781137484956

Steenhuis, Harm-Jan. 2015. ‘Iterative-Pragmatic Case Study Method and Comparisons with Other Case Study Method Ideologies’. In Palgrave Handbook of Research Design in Business and Management, edited by K. D. Strang. New York: Palgrave Macmillan. Retrieved from <https://www.palgrave.com/us/book/9781137379924>. doi:10.1057/9781137484956

Strang, Kenneth David, Linda Brennan, Narasimha R. Vajjhala, and Judith Hahn. 2015. ‘Gaps to Address in Future Research Design Practices’. In Palgrave Handbook of Research Design in Business and Management, edited by K. D. Strang. New York: Palgrave Macmillan. doi:10.1057/9781137484956

Taylor & Francis, ‘Manuscript writing and formatting guide’. Taylor & Francis, 2021. <https://www.routledge.com/our-customers/authors/publishing-guidelines>

# Heading 1. Include BIO (250 words)

1. Note that the table is referred to by number, rather than just ‘below’. See Taylor & Francis, ‘Manuscript writing and formatting guide’ (Taylor & Francis, 2020). [↑](#endnote-ref-2)
2. Herodotus, *Histories*, trans. A. D. Godley (Cambridge: Harvard University Press, 1920), 1.1.0. [↑](#endnote-ref-3)