National Research University
Higher School of Economics

Graduate School of Business

BUSINESS INFORMATICS

HSE Scientific Journal

RECOMMENDATIONS FOR AUTHORS

2023

CONTENTS

ABOUT THE JOURNAL

Business Informatics is a peer reviewed interdisciplinary academic journal published since 2007 by National Research University – Higher School of Economics (HSE), Moscow, Russian Federation. The journal is administered by the Graduate School of Business. The journal is issued quarterly; each paper is published in two languages – English and Russian.

The mission of the journal is to develop business informatics as a new field within both information technologies and management. It provides dissemination of latest technical and methodological developments, promotes new competences and provides a framework for discussion in the field of application of modern IT solutions in business, management and economics.

The journal publishes papers in the following areas:

- data analysis and intelligence systems in business and management;
- information systems and technologies in business and management;
- mathematical methods and algorithms of business informatics;
- business processes modeling and analysis;
- decision making in business and management;
- modeling of economic systems.

The journal is included into the list of peer reviewed scientific editions established by the Supreme Certification Commission of the Ministry of Education and Science of the Russian Federation.

The journal is included into Scopus database on the following subject areas:

- Business and International Management;
- Economics and Econometrics;
- Information Systems;
- Management Information Systems;
- Management of Technology and Innovation.

The journal is also included into Web of Science Emerging Sources Citation Index (WoS ESCI) and Russian Science Citation Index on the Web of Science platform (RSCI).

The journal is distributed both in printed and electronic forms.

PREPARING A PAPER

Articles should be topical and original, should outline tasks (issues), describe key results of the author's research and draw conclusions.

Manuscripts are submitted via e-mail to: bijournal@hse.ru.

The editors do not enter into discussions with the authors of rejected materials.

The publication is free of charge.

Structure

Each paper has the following structure:

- Title;
- Authors and their affiliations;
- Abstract;
- Key words;
- Introduction;
- Main part (sections / paragraphs);
- Conclusion;
- References;
- Detailed information about the authors.

The Introduction and Conclusion have no numbers, otherwise paragraphs should be numbered. It is acceptable to use sub-sections, with double numbers (the first figure – number of the main section, the second one – number of sub-section).

Different recommendations regarding structuring and content are applied for empirical and theoretical papers (see below).

Title

The title of the article should be informative and should disclose the contents of the paper.

Authors’ details

Authors’ details presented on the title page of an article include:

- full name of each author;
- affiliation of each author at the time the research was completed (several affiliations are acceptable);
- full postal address of each affiliation (incl. postcode / ZIP);
- e-mail address of each author.

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Authors' details presented in the end of the article include:

– full name of each author;
– position, rank, academic degree of each author;
– detailed affiliation of each author at the time the research was completed (several affiliations are acceptable);
– full postal address of each affiliation (incl. postcode / ZIP);
– e-mail address of each author;
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Abstract

The Abstract should be between 150 and 250 words.

The Abstract should reflect the paper's key content and research findings. It should be structured.

Information contained in the title should not be duplicated in the Abstract. The Abstract should be informative (no general words), and its text should include key words of the paper. Authors should try to avoid unnecessary introductory phrases (e.g. "the author of the paper considers…").

Authors should use the language typical of research and technical documents to compile your abstract and avoid complex grammatical constructions.

Recommended structure of the Abstract:

- **Introduction** (mandatory). Brief characteristic of topicality and value of the research field (1–2 sentences);
- **Identification of a gap in scientific knowledge that provides the reason for the study** (mandatory). Described as lack (or small amount) of scientific research related with a particular problem.
- **Statement of the research objective** (mandatory). The objective may be replaced by a hypothesis or research questions.
- **Description of methodology, methods and procedures applied in the paper** (mandatory). In empirical articles, data sources and details of their processing are stated. In theoretical papers, it is possible to mention scientific schools or other bases of the developed theory. General scientific methods should not be mentioned.
- **Main results** (mandatory). The results obtained by the author characterizing the achievement of the objective or providing an answer to the formulated hypothesis. The results are presented briefly, very accurately and informatively. Emphasis is placed on the results that are the most significant and attractive for the reader and the scientific community – data of long-term value, important discoveries, conclusions, refuting existing theories, and practical, significant information. The results can be accompanied by recommendations, evaluations, and suggestions.
- **Evaluation of the contribution of the research to science** (optional). It is possible to combine such evaluation with description of the main results.

Key words

Recommended number of key words / words combinations are from 6 to 10 (separated by semicolons).

Introduction

The Introduction provides answers to the questions why the study was conducted, what is the research hypothesis.

Components of the Introduction:

- **Preamble** (mandatory). Includes a general description of the relevance and significance of the problem. The volume may vary from 1–3 paragraphs to 1–2 pages, depending on the complexity of the study.
- **Brief description of the existing scientific results in the field of the study** (mandatory). Mention the literature describing the theoretical foundations, concepts, and approaches on which the study is based. Justify the need for conducting the research by specifying a gap in scientific knowledge or its incompleteness.
- **Objective of the research** (mandatory). The objective follows from the need to fill the gap in scientific knowledge described above. May be supplemented by hypothesis and research questions.

Main part

For empirical studies, it is recommended to follow the IMRAD structure, including the following sections: Introduction, Materials and Methods, Results, and Discussion.

The "**Methods**" section contains a detailed description of the way the study was conducted. This section may include subsections such as "Materials," "Participants," "Procedures," etc.

It is possible to list the methods used (if they are known and common), or to describe the stages of the research. General scientific methods should not be mentioned, as well as methods that are not relevant to the study.

Mention and description of materials (in particular, source data) should be given if the article is related with their analysis, or if the methods assume their presence. It is recommended to describe the structure of materials (data), their sources and selection principles.

Description of participants depends on the methods (for example, when conducting surveys or using questionnaires). Participants are described by all criteria that are relevant for the study.

Description of the procedures includes information about how the study was conducted using the aforementioned methods, materials and participants.

The "**Results**" section describes what was obtained during the study. It is recommended to present the results in the form of tables, charts, graphs, mathematical calculations. At the same time, this section should not provide explanations of the results and their interpretation (they are given below, in the "Discussion" section). It is necessary to check whether the methods mentioned above are reflected in this section (i.e. that the described results are obtained using the specified methods).

The "**Discussion**" section provides a discussion of the results. The results obtained are analyzed and interpreted in detail, the answers to the formulated hypotheses are given, a comparison with the results of other studies is made, and the research contribution to science and practice is assessed. It is desirable to describe limitations of the study (e.g., small sample size, short period of the study, etc.).

In theoretical articles, different structure can be applied. However, it is recommended that you use not less than three sections, with titles reflecting the scientific logic of the research. The basis of the theoretical study is a review of the literature on the relevant field. A attention should be focused on the logic and validity of the theoretical constructions. In theoretical articles there may be an empirical part if it is necessary to justify the proposed theoretical provisions. Such sections as the "Discussion" (discussion of results) and "Limitations of the study" may also be available.

Conclusion

The Conclusion includes a generalized list of the main results of the study (in accordance with the stated objectives, hypotheses and research questions), as well as an assessment of their significance for science. It is also desirable to indicate the author's vision regarding further research in the respective field of knowledge. As a rule, the Conclusion does not exceed 10% of the total volume of the article.

References

References should be presented in the Harvard style and carefully checked for completeness, accuracy and consistency.

It is recommended to include no less than 25 positions in the references list.

The elements of the references list are numbered according their mention (citation) in the text. Each of the references included in the reference list should be cited in the text, and vice versa. Citation is performed by the references' numbers using brackets (e.g. [2], [4; 5], [7–10], [3; 5; 7–10]).

DESIGN REQUIREMENTS

Format

Text files should be submitted in electronic form as a MS Word document (version 2003 or higher).

Length

Articles are usually between 25,000 and 30,000 characters (incl. spaces).

Font, spacing, margins

The text should be in Times New Roman 12 pt, 1.5 spaced, fit to the width, margins: left – 25 mm, all other – 15 mm. All the pages should have numbers.

Language

Papers may be submitted in English or Russian. The accepted papers are published both in English and Russian.

Formulae

It is recommended to prepare formulae using the MS Equation tool.

Figures

Figures should be of high quality, legible and numbered consecutively with Arabic numerals. All figures (charts, diagrams, etc.) should be submitted in electronic form (photo images – in TIF or JPEG formats, minimum resolution 300 dpi). Appropriate references in the text are required.

Tables

Tables are created using MS Word or MS Excel software. The tables are to be numbered. References to the tables in the text are mandatory and must precede the tables' layout.

REFERENCE LIST FORMATTING

ARTICLE

Article in a printed journal

Author(s) (Year) Title of article. *Title of Journal,* vol. ___, no. ___, pp. ___–____.

Example:

Cantner U., Meder A., ter Wal A.L.J. (2010) Innovator network and regional knowledge base. *Technovation,* vol. 30, no 2, pp. 496–507.

Article in an electronic journal

Chiappe A., Lee L.L. (2017) Open teaching: a new way on e-learning? *Electronic Journal of e-Learning*, vol. 15, no 5, pp. 370–384. Available at: http://www.ejel.org/volume15/issue5 (accessed 01 April 2018).

WORKING PAPER

Author(s) (Year) *Title of paper*. Working paper code. Town: Publisher.

Example:

Cervantes M., Kergroach S. (2006) *Complete results of the SFRI questionnaire on the working conditions of researchers in the universities and public research organizations*. Working paper DSTI/STP/SFRI (2006) 1. Paris: OECD.

CHAPTER IN A BOOK

Author(s) (Year) Title of chapter. *Title of book*. Town: Publisher, pp. ___–___.

Example:

Sokolov A. (2013) Foresight in Russia: Implications for policy making. *Science, technology and innovation policy for the future: Potentials and limits of foresight studies* (eds. D. Meissner, L. Gokhberg, A. Sokolov). New York, Dordrecht, London: Springer, Heidelberg, pp. 183–198.

BOOK

Author(s) (Year) *Title of book*. Town: Publisher.

Example:

Georghiou L., Cassingena Harper J., Keenan M., Miles I., Popper R. (eds.) (2008) *The handbook of technology foresight: Concepts and practice*. Cheltenham: Edward Elgar Publishing.

CONFERENCE PROCEEDINGS

Author(s) (Year) Title of paper. Proceedings of the *Title of conference, place and dates,* vol. ___, pp. ___–___.

Example:

Batagelj V., Mrvar A. (2002) Analysis and visualization of large networks. Proceedings of the *Graph Drawing: 9th International Symposium (GD 2001), Vienna, Austria, 23–26 September 2001* (eds. W. Didimo, G. Liotta). Berlin, Heidelberg: Springer, pp. 115–143.

PhD THESIS

Author (Year) *Title* (PhD Thesis). Town: Publisher.

Example:

Saritas O. (2006) *Systems thinking for foresight* (PhD Thesis). Manchester: University of Manchester.

DATA BOOK

Corporate author (Year) *Title of book*. Town: Publisher.

Example:

HSE (2011) *Science and technology. Innovation. Information society (data book)*. Moscow, HSE.

COMMENTS

If names of authors and editors are not stated in the publication, the issuing organization is mentioned in the beginning of the reference:

- HSE, IMEMO (2008) *Innovation development as a basis for the Russia's economic modernization. National report*. Moscow: HSE, IMEMO.
- IBM (2009) *A vision of smarter cities: How cities can lead the way into a prosperous and sustainable future.* IBM Institute for Business Value.

If names of authors are not stated, but the name(s) of the editor(s) are available, that name(s) are mentioned in the beginning of the reference:

- Gokhberg L. (ed.) (2002) *Dialogue on S&T between the European Union and the Russian Federation*. Moscow, Vienna: CSRS-BIT.

Only name (or abbreviation) of the issuing organization is stated, without "Publishing" word, etc.:

- Moscow: HSE (instead of "Moscow: HSE Publ.").

If the paper is not published, then the reference "unpublished" is included:

- Georghiou L. (2007) *The handbook of technology foresight* (unpublished).

REVIEWING AND PUBLISHING

All the papers submitted for publication in the "Business Informatics" journal are subject to review and approval by the Editorial Board.

The journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa.

A manuscript submitted to the editors is subject to initial review and verification for compliance with the topics of the journal and formal editorial requirements. If the paper doesn't comply with the subject matter or formal requirements of the journal, it is excluded from further consideration and the author is notified accordingly.

If a paper complies with the topics and formal requirements, it is assigned for review to an expert – a member of the Editorial Board (internal review). The paper can also be submitted for evaluation by an independent expert (external review).

The review process is anonymous both for the referee and for the author. The review results are provided by the referee in written form. The review should include a general evaluation of the paper's content and judgment in principle on whether it could be published in the journal, specific enumeration of errors in the methodology and tools (if any), as well as recommendations for improving the text.

According to the review results, the paper may be accepted for publication, sent to the author for revision, or rejected.

Upon receipt of a positive conclusion of the referee, the paper is placed in the journal's portfolio for publication. The Executive Secretary of the Editorial Board informs the author about the acceptance of the paper. The final decision on the publication of the paper and approval of the total contents of each issue of the journal issue is adopted at a meeting of the editorial board.

The procedure for review and approval of papers takes up to three months, then articles are published in order of priority. The Editorial Board may decide on an extraordinary publication of the paper.

Upon receipt of a negative conclusion of the reviewer, the paper is discussed at a meeting of the Editorial Board's working group, which makes a decision on rejection of the article or on the need for further review by an independent expert. In case of the paper's rejection, an appropriate notification is sent to the author.

Preparing an article for publication undertaken by the editors includes normal literary editing and fine-tuning of the text according to the internal editorial standards adopted for the journal. All the changes made by the editors are to be coordinated with the author.

PUBLICATION ETHICS

The journal is committed to upholding the standards of publication ethics and takes all possible measures against any publication malpractices.

The Editorial Board of the journal behaves in accordance with the codes of conduct and international standards established by the Committee on Publication Ethics (COPE).

The editors of the journal reserve the right to refuse publication of works in case any malpractice is revealed.

Duties of the editors

Publication decision. The editor of the journal is solely and independently responsible for deciding which of the articles submitted to the journal should be published. Validation of the work in question and of its importance to researchers and readers must always support such decisions. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as are in force regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

Fair play. The editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality. The editor and any editorial staff of the journal must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

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Involvement and cooperation in investigations. An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, acting in conjunction with the publisher. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration to the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies.

Handling allegations of plagiarism. The editors seek to uphold academic integrity and to protect authors' moral rights. We take all cases of plagiarism very seriously being aware of the potential impact an allegation of plagiarism can have on a researcher's career. Therefore, we have procedures in place to deal with alleged cases of plagiarism. In order to take an unbiased approach, we investigate each case thoroughly, seeking clarification from all affected parties. If we are approached by a third party with an allegation of plagiarism, we always seek a response from the original author(s) or copyright holder(s) before we decide on a course of action. We will not be influenced by other parties and will form our decisions in an unbiased and objective manner.

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Contribution to editorial decisions. Peer review helps the editor to make editorial decisions. It also may assist the authors in improving their papers, through the editorial communications with the authors. Peer review is an essential component of formal scholarly communication. The publisher shares the view of many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

Promptness. Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor of the journal and excuse himself from the review process.

Confidentiality. All manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Objectivity. Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources. Reviewers should identify relevant published works that have not been cited by the authors. Any statement (observation, derivation, argument) that was previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflicts of interest. Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Duties of authors

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Originality. Articles submitted to the journal must not have been published before in their current or substantially similar form, or be under consideration for publication with another journal. All authors submitting their works acknowledge that they have disclosed all actual or potential conflicts of interest regarding authorship and publication of the work and will indemnify the publisher against any breach of such warranty. If the authors have used the work and/or words of others, this must be appropriately cited or quoted.

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- re-use of elements of another person's work (for example, a figure, table or paragraph) without acknowledgement, references or the use of quotation marks;
- self-plagiarism: if some elements of a work have been previously published in another paper the author is required to acknowledge the earlier work and indicate how the subsequent work differs and builds upon the research and conclusions contained in the previous work. Verbatim copying of own works and their paraphrasing are unacceptable, they can be used only as a basis for new conclusions. Authors are required to cite all previous stages of publication and presentation of their ideas that have culminated in the final work, including conference papers, workshop presentations, etc.

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– authors must always acknowledge the source in figure captions and refer to the source in the reference list;
– authors should not assume that any content which is freely available on the web is free to use. Authors should check the website for details of the copyright holder to seek permission for re-use.

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The publisher should adopt policies and procedures that support editors, reviewers and authors of the journal in performing their ethical duties under these ethics guidelines.

The publisher should support editors in the review of complaints raised concerning ethical issues and help communications with other journals and/or publishers where this is useful to editors.

The publisher should develop codes of practice and inculcate industry standards for best practice on ethical matters, errors and retractions.

The publisher should provide specialized legal review and counsel if necessary.