



**HKCS**

**Business Intelligence Special Interest Division**

**Knowledge Repository/Research/Publication/Best Practice Sub-Committee**

**Submission Guidelines &  
First Publication Submission Details**  
*September 2008*



## About the Business Intelligence (BI) Journal

- The Business Intelligence (BI) Journal is a **quarterly** journal published by the Business Intelligence Special Interest Division (BISID) of the Hong Kong Computer Society (HKCS), which focuses on promoting current researches and knowledge in BI best practices, technologies and case studies. The journal supports BISID's mission to educate business and IT professionals about the array of BI technologies and disciplines required to deliver valuable insight to business users and help organizations operate more intelligently.



## Article Submission Guidelines (1)

- We only accept submissions from the original author of the articles or a person permitted by the copyright owner to submit material here. By submitting material, you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. We do not pay for articles, and do not accept articles that are primarily advertisements. However, you may place a brief resource box and contact information (but no ads) at the end of your article.
- While we do not enforce submission of original articles only at this stage, ‘originality’ will be one of the scoring factors used to select the final articles for publication.
- By submitting an article, you grant the right for BISID to publish the article, if accepted, in entirety or partial, on the HKCS web site and to use it at any BISID-related events. The copyright of the article, however, *remains with the original copyright owner.*



## Article Submission Guidelines (2)

- Please submit your article as email attachment, in either MS Word, RTF, or PDF format, along with the following information to the BISID email address: [bisid@hkcs.org.hk](mailto:bisid@hkcs.org.hk), Attn: Miss Sky Hui
  - Email Subject: Firstname\_Lastname\_Submission to the BI Journal
  - Your Name and Contact (Affiliation, Email and Phone)
  - Copyright Owner Name and Contact (Email and Phone) (if different from submitter)
  - Places, if applicable, the Article was Published Before
  - Title and Corresponding Topic of Submitted Article
  - Conditions (if any) for Publication and Distribution by BISID
  - Other Relevant Items to Note About the Article



## Article Submission Guidelines (3)

### *Formatting Your Submission*

- In general, we expect a comprehensive treatment of your topic and suggest that submissions be 2,000-3,000 words. However, articles will be evaluated primarily by the quality of the contents and other listed criteria.
- We recommend that authors have their work reviewed for proper grammar, style, and English usage before submitting it to the journal. Articles that are deficient in these characteristics will likely not be considered for publication.



## The Review Process (1)

- The submitted articles will be reviewed and selected for publication by the BISID Publication Sub-Committee and a board of final approvers based on the following criteria:
  - Relevance with the Submission Topics (if topics are specified)
  - Quality of Contents and Writing
  - Originality
  - View Independence
  - Balanced Representation of Submission Sources
  - Interest to BISID Members
  - Overall Quality
  - Others as determined

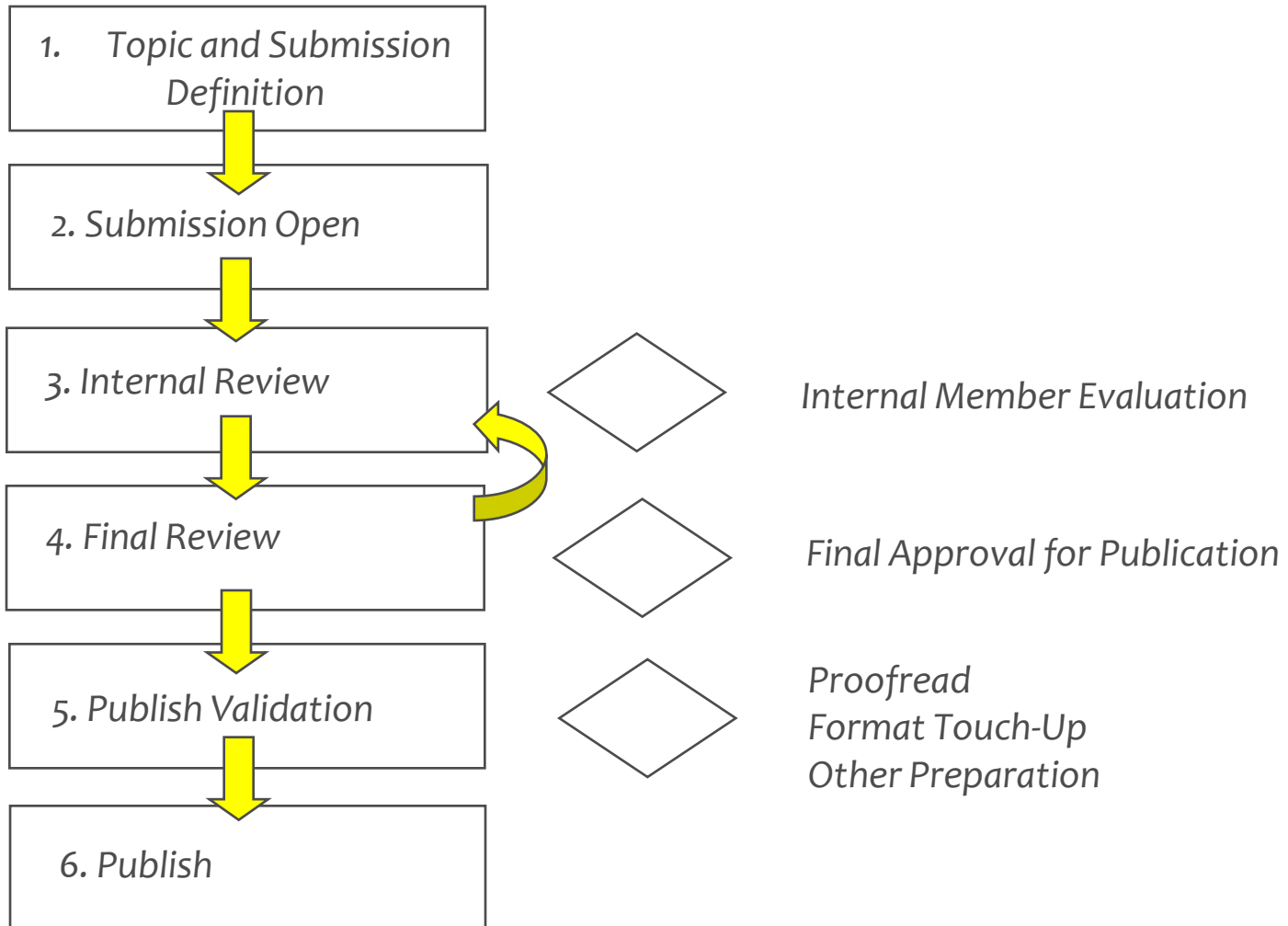


## The Review Process (2)

- *HKCS and BISID reserves the final right, at any time and in any format, to accept and reject any submissions and stop the publication of any approved submissions*
- The tentative timeline for article publication is on a quarterly basis, starting with first publication (target) in early November 2008. The specific submission schedule for each publication will be communicated, but can be changed by the Publication Sub-Committee without advance notice.



# Publication Process Flow





## FIRST Publication – Submission Topics

- 1) BI Trends/Usage/Practice (preferably as relevant to Hong Kong/Asia)
- 2) BI Case Studies (successes and failures)
- 3) BI Best Practices
  - Developing business case and ROI for BI implementation
  - Implementing data / business intelligence governance
  - Applicable Technical Topics

*Articles for other topics of strong relevant interest to the BI community will also be considered.*



## FIRST Publication – Submission Schedule

Dates	Task	By
<b>22<sup>nd</sup> September – 10<sup>th</sup> October 2008</b>	Open for Submission	BISID Members and General Public
<b>13<sup>th</sup> October – 24<sup>st</sup> October 2008</b>	Submission Review and Approval	Publication Sub-Committee Members and Final Approval Board
<b>27<sup>th</sup> October – 7<sup>th</sup> November 2008</b>	Publication Preparation	Publication Sub-Committee Members and HKCS



# FIRST Publication – Submission Schedule

	Sep 22	Sep 29	Oct 6	Oct 13	Oct 20	Oct 27	Nov 3
Open for Submission	Yellow						
Submission Review and Approval				Yellow			
Publication Preparation						Yellow	



# Sub-Committee Members

<b>Research, Publication, Best Practices, Knowledge Repository</b>	<b>Frederick Koo (Current Lead)</b>	Cognos/IBM	9886-1543	<a href="mailto:fkoo@yahoo.com">fkoo@yahoo.com</a>
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## Call for Submission

*Please help pass the submission guidelines around to potential authors. We look forward to receiving your quality submission.*

*Please forward any inquiries to [bisid@hkcs.org.hk](mailto:bisid@hkcs.org.hk), Attn: Miss Sky Hui*

*Let's make the BISID Publication Repository the place for BI practitioners to go to for quality and insightful knowledge reading and sharing!*