Chapter Title (no more than 15 words)

First Author1[ORCID], Second Author1[ORCID]

1 University of Cumberlands, Canada, 229991

**Abstract.** General Introduction to your paper includes the goal to precisely communicate to the reader what the paper is about. No more than 200 words. Do not use acronyms. Generally, do not cite other papers in the abstract. That means, it generates the same risks and challenges as other breakthroughs we witnessed previously.

**Keywords:** 3-10 Keywords.

**1 Introduction**

A brief introduction to the problem being addressed. Include some summary statistics of the magnitude of the problem. One paragraph discussion of the general state of the literature. What you are going to do in the paper to advance the literature. A few lines indicating how the remainder of the document is organized.

**2 Literature Review**

1. Narrow your literature review down to those articles that directly relate to the issue you are addressing in your paper.
2. Make sure that everything that you cite in the text is included in your reference section.
3. Make sure that everything you reference is cited in the body of the text.

**3 Data and Methodology**

* 1. Where the data was obtained from?
  2. Time period covered in the analysis?
  3. Frequency of the data observations?
  4. Variables that the data were collected for?
  5. Summary statistics.
  6. Hypotheses that are being tested.
  7. For regressions, specify the equation being estimated in the text of the document.
  8. For Surveys indicate:
  + Questions included in your survey? (Consider including the survey instrument as an appendix to the paper)
  + When was the survey conducted?
  + Where was the survey conducted?
  + What was the response rate?
  + What are the total number of usable observations?
  + Did you receive human subject research permission from your University?

**4 Results**

1. Make sure to introduce each table and figure you present in the text of your document.

2. Walk the reader through the results.

3. Select an observation in your table and explain that observation to the reader.

4. Incorporate data into MS Word tables.

5. Segregate your data when possible to get additional results.

Table and Figure (Picture) Descriptions

* Make sure to include a 3-6 line description below your tables/figures. The reader should be able to understand what is contained in the table without referring back to the text of the document.
* This description is not to replace the discussion in the text, but to supplement the discussion in the text.
* Redundancy is ok in this case.

**5 Conclusion**

1. Reiterate the goal of your paper.

2. Briefly describe the test methodology and data.

3. Briefly summarize your major findings.

4. Discus how managers might benefit from the results.

5. Discuss any limitations of your work.

6. Provide suggestions for future research.

**Acknowledgments**

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1. Do acknowledge anyone that has helped you with the paper: Colleagues, Administrators, Funding Agencies, Assistants, Reviewers, Editors. It is a nice courtesy to the reviewers and editor.

2. It subtly communicates to colleagues the journal is peer reviewed.

3. Few people will be insulted if you acknowledge them but should not have.

4. Many will be insulted if you do not acknowledge them but should have.

5. Acknowledgments-Make sure to indicate that any remaining errors are the authors responsibility.

6. If someone has contributed substantially to your paper consider making them a co-author on the paper rather than just acknowledging them.

**References**

1. URL: <https://www.gartner.com/doc/3100227/>, last accessed 2019/03/31.
2. Lynch, C.: How do your data grow? Nature, 455, 28-29 (2020).
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4. The EU General Data Protection Regulation (GDPR), <https://gdpr-info.eu>, last accessed 2019/03/31.
5. Balyakin A.A., Malyshev A.S., Nurbina M.V., Titov M.A. (2020) Big Data: Nil Novo Sub Luna. In: ICIS 2019. Lecture Notes in Networks and Systems, vol 78, pp. 364-373. Springer, Cham.