GUIDE FOR AUTHORS

INTRODUCTION

This journal publishes empirical and theoretical papers in innovation and development policy/management. The journal is devoted to the improvement and further development of the theory and practice of innovation and development policy/management and designed to appeal to both practicing policy-makers and academics. It publishes original and high-quality papers to address the interests of both practicing managers and academic researchers in innovation and development policy/management. All papers in the journal are expected to yield findings that have implications for policy or management.

BEFORE YOU BEGIN

Ethics in Publishing

For information on Ethics in Publishing see: http://idp-journal.casisd.cn/pes/

Declaration of interest conflicts

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in the summary declaration of interest statement in the title page file. If there is no conflict interests to declare, then please state this: 'Declarations of interest conflicts: none'. This summary statement will be ultimately published if the article is accepted.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically, without the written consent of the copyright holder. To verify originality, your article may be checked by the originality detection service.

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of

job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

Copyright

The Contributor transfers the copyright of the involved Contribution to the Proprietor (Editorial Office), and grants to license the Contribution under the Creative Commons Attribution License (CC BY-NC-ND 4.0, as given at https://creativecommons.org/licenses/by-nc-nd/4.0/), which permits non-commercial use, distribution, and reproduction in any medium, provided the original work is not altered or transformed in any way and the original work is properly cited. Upon acceptance of the article, the Contributor will be asked to complete a 'License Agreement'.

The Proprietor shall grant to license the published Contribution under the provisions as described in the above-mentioned license CC BY-NC-ND 4.0, to provide with potential users worldwide Open Access to the work.

The Contributor will retain the right to withdraw the copyright of the Contribution in the case where the Proprietor violates the above-mentioned license.

Author rights

As an author, you (or your employer or institution) have certain rights to reuse your work.

For open access publishing, this journal uses an exclusive licensing agreement. Authors will transfer their copyright to the *Innovation and Development Policy*, but will have the right to share their article in the same way permitted to third parties, as well as certain scholarly usage rights.

Role of the funding source

You are requested to identify whoever has provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated. Please note that such information should appear in the 'Acknowledgements' section.

Open access

To provide open access, this journal charges an open access fee (also known as an article publishing charge, APC) which needs to be paid by the authors or on their behalf *e.g.* by their research funder or institution. **The journal is currently free to the authors and readers. There is no advertisement in this journal.**

Publishing Schedule

This journal is published semiyearly in every June and December.

PREPARATION

Submission

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process. As part of the Author Dashboard service, you may choose to submit your manuscript as a single file to be used in the refereeing process. This can be a PDF file or a Word document, in any format or layout that can be used by referees to evaluate your manuscript. It should contain figures in resolutions high enough for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. Please note that individual figure files larger than 10 MB must be uploaded separately. Please submit your article via https://mc03.manuscriptcentral.com/idp

Peer review / Double-blind review
All research papers published in this journal will have undergone rigorous peer review, including initial editor assessment and blind review by at least two independent expert reviewers. The Editor is responsible for the final decision regarding acceptance or rejection of articles. **The decision of Editorial office is final.**
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. To facilitate this, please include the following separately:
Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.
Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Author Dashboard
You can use this list to carry out a final check of your submission before you send it to the journal for review.

Ensure that the following items are present:
One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address
All necessary files have been uploaded;

Manuscript:
• Include keywords
• All figures (include relevant captions)
• All tables (including titles, description, footnotes)
• Ensure all figures and table citations in the text match the files provided
Graphical Abstracts / Highlights files (where applicable)
Supplemental files (where applicable)

Further considerations
• Manuscript has been 'spell checked' and 'grammar checked'

• All references mentioned in the Reference List are cited in the text, and vice versa
• Permission has been obtained for use of copyrighted material from other sources (including the Internet)
• A statement of competing interests is provided, even if the authors have no competing interests to declare

We now differentiate between the requirements for new and revised submissions. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article.

Use of word processing software
Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced when processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts. To avoid unnecessary errors, you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

ARTICLE STRUCTURE

Subdivision - numbered sections
Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1. (then 1.1.1., 1.1.2., ...), 1.2., etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. The introduction should also justify why the topic of the paper is important and that the content is original .

Literature review, conceptual framework, hypotheses etc.
This section should extend (but not repeat) the background to the article already dealt with in the Introduction and lay the foundation for the work being reported. It should identify the most relevant previous literature on the topic (but not in excessive detail) in order to position the paper and demonstrate how it will make a significant contribution. It (or a separate section) should set out (and justify) the theoretical or conceptual framework adopted in the paper. It may identify a number of hypotheses to be tested or research questions to be explored. In short, this section (or sections) should explain what is the motivation for the paper and why its contribution is original and significant.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

The reader needs to know that the empirical data and/or other material are relevant, reliable and capable of supporting robust conclusions, and that the methodology is appropriate, systematic and rigorous.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

This section should also make clear what is the original contribution of the paper, discuss the policy or management implications of the findings, provide a critical assessment of the limitations of study, and outline possible fruitful lines for further research.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information

Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Author names and affiliations. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the

work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Abstract

A concise and factual abstract is required in the length of 250~300 words. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

This section must identify the source(s) of funding for the research. It should acknowledge any research assistants or others who provided help during the research (e.g., carrying out the literature review; producing, computerizing and analyzing the data; or providing language help, writing assistance or proof-reading the article, etc.) but who are not included among the authors. It should state where and when any earlier versions of the paper were presented (e.g. at a seminar or conference). Lastly, it should acknowledge the help of all individuals who have made a significant contribution to improving the paper (e.g. by offering comments or suggestions).

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

ARTWORK

Formats

Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

TIFF (or JPG): Color or gray scale photographs (halftones): always use a minimum of 300 dpi.

TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF (or JPG): Combinations bitmapped line/half-tone (color or gray scale): a minimum of 500 dpi is required.

Please do not:

• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.

• Supply files that are too low in resolution.

• Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution.

Figure captions

Ensure that each illustration has a caption. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text and not as images. Table and table title must be centered to the relevant text in the article. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

REFERENCES

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. The style must be consistent through the whole paper. Author name(s), journal/book titles, chapter/article titles, years of publication, volume number or book chapter, and the article number or pagination must be present.

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. Examples:

Reference to a journal publication:

Frietsch, R., Neuhäusler, P., Jung, T., et al., 2014. Patent indicators for macroeconomic growth – the value of patents estimated by export volume. *Technovation*, 34, 546–558.

Reference to a book:

Fukuyama, F., 1992. *The End of History and the Last Man*. New York, The Free Press.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. New York, E-Publishing Inc., pp. 281–304.

Text: All citations in the text should refer to:

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

1. Single author: the author's surname (without initials, unless there is ambiguity) and the year of

publication;

2. Two authors: both authors' surnames and the year of publication. Examples： (Frietsch and Wang, 2009)

3. Three or more authors: first author's surname followed by 'et al.' and the year of publication. Examples： (Gu et al., 2016)

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999).

Reference links

In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Use of the DOI is highly encouraged.

Web and data references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Research data

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project. Data articles ensure that your data is actively reviewed, curated, formatted, indexed, given a DOI and publicly available to all upon publication.

To foster transparency, we encourage you to state the availability of your data in your submission.

If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential.

AFTER ACCEPTANCE

Online proof correction

To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. You can still choose to annotate and upload your edits on the Word version. All instructions for proofing will be given in the e-mail we send to authors, including Word and PDF version.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Author Inquiries

Please visit http://idp-journal.casisd.cn/ for more information. You can check the status of your submitted article or find out when your accepted article will be published.