

The **Annual Conference of the EuroMed Academy of Business** accepts Paper or Abstract submissions. Find below the Guidelines for Paper Submission (see number 1) and Abstract Submission (see number 2):

## **GUIDELINES FOR AUTHORS FOR PAPER OR ABSTRACT SUBMISSION**

### **1 Guidelines for Paper Submission**

The content order of the paper should be as follows:

- **Title Page** - this page should include the Title of the paper, an Abstract (250 words), Keywords and Track number (see call for papers for tracks) your paper is intended for.
- **Main Body of Paper** – this should be up to 4500 words in length, including tables and figures.
- **References**
- **Length of paper** - this should not be longer than 5000 words

The format of the paper should be as follows:

- a) Papers should be **1.5 line spacing** throughout
- b) **Font** to be used for the Title of the paper in the Title page should be in capital letters, centred, bold, and Times New Roman 14-point font. The font to be used for the Abstract and Main Body of the Paper should be Times New Roman 12-point font.
  - Titles in the abstract and main body should be left justified, bold, Times New Roman 14-point font, and each major word should be capitalized. Two single space lines should precede and one single space should follow a title.
  - Subtitles in the main body should be left justified, italic, Times New Roman 12-point font, and only the first letter of the first word should be capitalized. One space line should precede and follow a sub-title.
  - Sub sub-titles should be avoided unless absolutely necessary. If they are to be included they should be left justified, italic, Times New Roman 12-point font, and only the first letter of the first word should be capitalized.
  - All titles and subtitles should have consecutive numbering
- c) The **page size** should be A4 formatting
- d) **2.5cm margins** should be used on all sides (left, right, top, bottom)
- e) Authors and co-authors should provide full name, affiliation and e-mail address only.  
**NB** This information should be provided on a separate sheet and authors should not be identified anywhere else in the article. Papers containing author's information will not be further processed.
- f) Abstracts should contain no more than **250 words**. Write concisely and clearly. The abstract should reflect only what appears in the original paper.
- g) Please provide up to six **Keywords** which encapsulate the principal topics of the paper.

- h) Please provide the **Track** (number) you would like your paper to be considered for.
- i) **Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.
- j) All **Tables, Figures** (charts, diagrams and line drawings) and **Plates** (photographic images) should be included as part of the manuscript. Supply clear captions for all tables, figures and plates.
- k) **References** to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Adams, 2010) using the author's surname or (Adams and Brown, 2011) citing both authors, or (Adams *et al.*, 2010), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied. Below are some examples for referencing books and journals:
  - o *For books*: Surname, Initials (year), *Title of Book*, Publisher, Place of publication. e.g. Harrow, R. (2010), *No Place to Hide*, Simon & Schuster, New York, NY.
  - o *For journals*: Surname, Initials (year), "Title of article", *Journal Name*, volume, number, pages. e.g. Capizzi, M.T. and Ferguson, R. (2009), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

## 2 Guidelines for Abstract Submission

The guidelines for Abstract Submission are the same as the guidelines for Paper Submission with the only difference being the length which should be a maximum of **750 words**.

## 3 Other important information

The Annual Conference of the EuroMed Academy of Business accepts **either** Paper **or** Abstract submissions. Please note that those papers and abstracts that will be accepted by the Scientific Committee will be published in the Book of Conference Proceedings in the form submitted and evaluated. The authors will not be allowed to send a revised paper or turn an abstract to a paper at a later stage.

Only those papers that will also be accepted for publication in the Journals' Guest Editions (see Guest Editions in the CFPs) will have to be revised, updated and fully address the comments made by the Scientific Committee.