

TITLE:
**Abstract layout, formatting and referencing
instructions**
**(Times New Roman, bold, 18 pt, single space,
no capitalization)**

<4 lines spacing>

Keywords: Keyword 1, Keyword 2, Keyword 3 (up to three (3) keywords)

<1 line spacing>

Topic(s): Please indicate up to three topics (from the set of topics on the *Call for Abstracts*) which relate most closely to the focus of the abstract

<1 line spacing>

Word count: Including the title, keywords, topics, word count, main subject text, tables, figures and references

<2 lines spacing>

General instructions (Section heading: Times New Roman, bold, 12 pt, no numbering)

Please read these instructions in conjunction with the Guidelines for Submitting an Abstract. The abstract should be prepared using ISO A4 paper size (210 x 297 mm) using the **Times New Roman (12 pt, justified)** font according to the format described in this template. The authors are strongly urged to follow these instructions to facilitate the review process. The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be: top 3 cm, bottom 2 cm, left and right 3 cm each. The overall length of the abstract, including illustrations, tables, and references, is limited to **1000 words**.

<1 line spacing before subheading and section heading, no space after heading and subheading>

Other details (subheading: Times New Roman, italics, 12 pt, no numbering)

Pages should be numbered in the page footer, including the first page, as here. Abstracts should be organized in the following sequence:

- Title of the abstract
- Keywords
- Topic(s)
- Word count
- Main subject text: purpose; design/methodology/approach; findings; relevance/contribution
- References

Bulleted or numbered lists should have hanging indent by 0.5 cm. Avoid using more than two levels in the lists.

Following paragraphs indented 0.5 cm.

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, like shown in equation (1).

$$\sum_{i=1}^N x_i = \delta$$

Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be sharp and clear. Place figures and tables centered. Captions should be placed **below figures** and **above tables**. They are typed in Times New Roman 11, in italics, and centered. Leave one line before and after tables and figures (see examples below).

<1 line spacing before table>

Table 1 – Caption (Times New Roman, Italic, 11 pt, centered)

<1 line spacing after table>

<1 line spacing before figure>



Figure 1 – Caption (Times New Roman, Italic, 11 pt, centered)

<1 line spacing after figure>

This is an example of main text, and is the last line of the section.

<1 line spacing>

Language

All papers must be in good English. Please proof read your own submission carefully. Mistakes cannot be changed later.

Conclusion

The above has shown the main instructions for writing the text. All that is missing now are the instructions regarding references.

References to other publications should be in Harvard style, Times New Roman, 10 pt, left aligned, hanging indent 0,5 cm. They should contain full bibliographical details. Journal titles should not be abbreviated. References should be presented as follows. Within the text: Author's last name followed by a comma and the year of publication, all in round brackets; e.g., (Fox, 1994). When the number of authors is three or more, references in the text should be (Fox et al., 1995). At the end of the paper, list all references in alphabetical order. In the reference list all authors should be included.

References

A full reference list should be included

For books: Surname, Initials (Year of Publication), *Title*, Publisher, Place of Publication.

Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London..

For chapters in edited books: Surname, Initials (Year), "Title", in Editor's Name, Initials (Ed.), *Title*, Publisher, Place, Pages.

Bessley, M. and Wilson, P. (1984), "Public policy and small firms in Britain," in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials (Year), "Title", *Journal Name*, Volume, Number, Pages.

Fox, S. (1994), "Empowerment as a catalyst for change: and example from the food industry", *Supply Chain Management*, Vol. 2, No. 3, pp. 29-33.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access.