Articles should be prepared according to the following simplified guidelines. Do not **paginate** your document (no page numbers). Use MS Word for your final submission. We recommend that you send your final paper electronically to to dnds@univpm.it (e-mail with your paper as a file attachment).

STEP 1

(Abstracts Only Submissions)

Follow guidelines below except that the abstract can be up to 300 words long and references if any.

STEP 2

Abstracts

Each paper must begin with an abstract of no more than 150 words. Start your paper two spaces below the affiliation line. The heading "Abstract" should be 12 point Times New Roman, Bold, flush with the left margin. Leave one line blank after this heading. Use 9 point Times New Roman, Bold and justified for the abstract text.

STEP 3

Guidelines for submission to proceedings

After the review process, please prepare the revised version of the paper as per the following guidelines:

Paper Length and Style

Final papers should be prepared using APA style (**http://www.apastyle.org/elecsource.html**,**http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm**) and should not exceed 10 pages single space (including tables, references, etc.).

Papers that are not submitted as per the guidelines will be charged an additional fee of 25 Euros; papers in excess of 10 pages in single space will be charged 10 Euros per extra page.

Margins, Justification, and Font

First, set your paper size to 8 1/2" x 11" (Letter). Next, set top and bottom margins to 1.5", left and right margins to 1", and justification to "Full". Use Times New Roman, 10 point for the text of your document.

Title of the Paper and Authors

The title should be in 12 point Times New Roman, Bold and centered. The title should be in upper and lower case, not all caps. Leave one space below the title of your paper and type the author(s)' name(s) along with the email address, name of the university/firm/organization and the country in 10 point Times New Roman, Italicize and centered. *Please do not type the author name in bold*.

Note: *For multiple authors with the same university/firm/organization, each name should be listed on one line, and then the common university/fir/organization and country should be given below the names, on one line. Do not use authors' titles (Dr., Prof., Mr., Mrs., etc.). .*

Example:

Creativity in International Business	**Creativity in International Business**
John Smith, **smithj@mail.abcu.edu**	*John Smith,* **smithj@mail.abcu.edu**
ABC University, USA	**Jane Johnson, johnsonj@mail.abcu.edu**

Headings & Sub headings,

All *Headings* of the text must also be 12 point Times New Roman, Bold, flush with the left margin with upper and lower case letters. Leave one line blank before and after the Heading.

Sub headings under the Headings must be in 9 point Times New Roman, Bold, flush with the left margin with upper and lower case letters.

Document Text

Main document text should be in 10 point Times New Roman font. The text must be justified. The first line of each Paragraph of the text except the first paragraph must be indented 0.5″. Use single line spacing for document text. Do not leave any space between paragraphs.

Tables, Figures and Equations

Table caption should be in 9 point Times New Roman font, above the table and centered, and all in upper case. All tables should be numbered numerically (e.g. TABLE 1, TABLE 2, etc)

Example:

TABLE 1: SUBMISSION DEADLINES

Abstracts/Proposals	March 17, 2014
Acceptance of Abstracts	April 15, 2014

Final Paper Submission	June 13, 2014
Double Blind Review & Decision	July 1, 2014
Regular Registration Deadline	June 30, 2014
Late Registration	July 1-18, 2014

Figure caption should be in 9 point Times New Roman font, below the figure and centered, and all in upper case. All figures should be numbered numerically (e.g. FIG. 1, FIG. 2, etc)

Note: Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig.1" even at the beginning of a sentence.

Number equations consecutively with equation numbers in parentheses flush with the right margin.

Example:

$$E = MC^2 \tag{1}$$

References

Citations referred in the text should be included in parenthesis (last name, year), e.g., (Sen and Misra, 2006).

Each paper must have a "Reference" section at the end of the paper. The heading "References" must be 12 point Times New Roman, Bold and centered. The list of

references must be 10 point Times New Roman and justified. Sort the list of reference in alphabetical order based on the first author's last name. Then, number citations consecutively using square brackets [1]. Give all authors' names- do not use "et al". If you have more than 15 references, add a note to contact the author(s) for the full list of references.

For reference examples for electronic source materials, refer to the following website:

http://www.apastyle.org/elecsource.html

Note: If list of references is more than one page, please use notation of "Contact author for the list of references"

Example:

[1] Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3,* Article 0001a.

[2] VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research, 5,* 117-123.

Footnotes and End Notes

The heading "End Notes" must be 12 point Times New Roman, Bold and centered. The text of the footnotes and end notes must be 10 point Times New Roman and justified. Number footnotes separately in superscripts. Place the actual footnote at the end of the document (under the heading "End Notes") and not at the bottom of the page in which it is cited. Do not put footnotes in the reference list. The End Notes section should be the last section of the paper (after References).