

Submission guidelines for full papers for EMSU 2006

Language: English

Suggested number of pages: 5 to 15 including text, figures, tables and photos. Single spaced with 1 in. margins all around.

Each paper shall be **submitted in electronic format and in hard copy**. The **electronic copy** may be either presented on CD at the conference registration table or emailed prior to the conference to the appropriate track session chair with a cc to the GEM Communications Coordinator at rtschida@uwsp.edu. See formatting notes below for special instructions for diagrams, charts, etc. in electronic copies. **Note: PowerPoint files** to be used in the presentation must also be on a separate CD or on a data stick so the PowerPoint can be uploaded to a computer on site.

The **hard copy** of each full paper should be delivered to the conference registration table upon arrival.

Formatting

Font: Times New Roman, 12 point

Size: Letter 216 mm x 279 mm. (8.5 in. x 11 in.)

Software: MSWord

Title should be in bold.

All authors should be shown, along with their institution. The name of the presenting author should be underlined.

Content: Headings must be short, clearly defined and not numbered. Notes or 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. **Figures, charts, diagrams:** These should be kept to a minimum. They can be black and white with minimum shading and in color and numbered consecutively using Arabic numerals with a brief title and labeled axes. **Note:** Each figure, chart and diagram must be **submitted in a separate electronic file** rather than embedded in the text. The paper text should indicate clearly the insertion point for each. **Tables:** Tables must be kept to a minimum. They must be numbered consecutively with Roman numerals and a brief title. Tables must be **submitted as separate files electronically**, and the text must clearly indicate the insertion point. **Photos and Illustrations:** These must be supplied as good quality black and white original half tones, or in color, **with captions**. For the electronic submission, photos and illustrations must be **submitted as separate files** rather than embedded in the text. The photos and illustration files should be clearly labeled and the insertion point clearly indicated in the paper text.

References: References to other texts must be in Harvard style. That is, shown within the text as the author's name followed by a comma and year of publication all in round brackets, e.g. (Fox, 1994). At the end of the article a reference list in alphabetical order must be given as follows:

For books: surname, initials (year) title, publisher, place of publication etc.

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

For journals: surname, initials, (year), "title", *journal*, volume, number, pages.

Fox, S. (1974), "Empowerment as a catalyst for change". *Supply Chain Management*, Vol. 2 No. 3, pp. 29-33.