



**INTERNATIONAL ASSOCIATION FOR BUSINESS AND SOCIETY
Guidelines for 2017 Best Conference Paper Award submissions**

Congratulations on having your submission accepted for the 26th annual conference of the International Association for Business and Society (IABS). This document contains the guidelines to have your work considered for the Best Conference Paper Award.

To make your life a bit easier, these guidelines are the same as the proceeding guidelines. So in case you want to have your work published in our proceeding (you will get additional information about the procedure in the coming months) you can use the same submission.

In order to have your work considered for the Best Conference Paper Award, please do the following:

1. Your work must have been presented at the IABS 2017 conference.
2. Submit your paper before the end of May to maas@ese.eur.nl
3. Files that do not conform to these format requirements will not be taken into account.

A. General formatting:

- **Set your page to US Letter and your margins to 1.1" top, 1.1" bottom, 1" left, 1" right, .75" header, and .75" footer.**
- **Set your "Normal" style to Garamond, 12 point, left justified, single spaced, no spacing before or after, widow/orphan control on.**
- **Please use the Normal style for ALL text in your document.** This includes titles, subtitles, and references, as well as regular paragraphs. You may make manual changes to, for example, a section heading – making it bold, centered, and in capitalized letters (as per the instructions below) – but the Microsoft Word **STYLE should be "Normal."**
- The maximum page-length for your entire submission is **12 pages, including all tables, figures, and bibliography.** Papers with more than 12 pages will be returned for editing.
- Do NOT include page headers, page footers, or page numbers.
- Everything related to the article should be in one file. Do not put tables, exhibits, appendices, references, etc. in separate files.

B. Spacing:

- **Single space** within paragraphs.
- Insert a blank line between paragraphs.
- **Do not include automatic spacing before or after paragraphs.**

C. Paragraph indents: Do NOT indent. The first word of each paragraph should begin at the left margin.

D. Section headings: Again, the Microsoft Word Style for section headings should be "Normal." Please make the following changes manually:

- Center major section headings in **BOLD CAPITAL** letters; insert a blank line following them.
- Type secondary section headings flush with the left margin and **bold**; insert a blank line following them.
- Type third-order headings flush with the left margin and underlined.

E. Special instructions for the title, author information, acknowledgements, and abstract (see



example on next page): **Again, all of this should use the “Normal” style in Microsoft Word, with modifications made manually.**

- Title in **BOLD** letters and centered at the top of the page. **Do not** put in all caps; instead, use title case.
- FOR EACH AUTHOR, provide the author’s name. Then, on the next line, provide IN THIS ORDER and on the same line, the author’s name: email address * phone number * institutional affiliation, city, state (if appropriate), and country (including USA). (No need to provide street address or fax number.) (Yes, that is a colon after the author’s name, an asterisk following the email address, and an asterisk following the phone number.) (See example on the next page.)
- Insert a blank line and type brief acknowledgments, if any.
- Insert a blank line and type “Abstract:” with an underline. Then provide (beginning on the same line) an abstract of **no more than 150 words**.
- Insert a blank line and type “Keywords:” with an underline. Then provide up to five (5) keywords or phrases, separated by semicolons.
- Insert a blank line and begin the paper.

F. Tables and figures:

- Place tables and figures within the text at an appropriate place. **Allow Word to determine page breaks automatically rather than inserting your own**; the editor will correct for this during the editing process.
- Tables must be created in Word itself. Do not create a table in another program (except Excel) and import it into Word in the same way you might create a diagram.
- Be sure to mention each table or figure in the text of your document. (For example, “As shown in Table 1...”)
- For figures, use standard graphics software. (Note: Following your submission, the Editor may request that you provide some graphics in separate files using formats such as jpg, tif, or bmp.)
- Type titles of figures and tables in **Bold**, place them before the figure or table, and center them on the page.
- Center the figure or table on the page.
- *Try to use 12-point Garamond font*; if necessary for appearance, you may use a font as small as 10-point, **but no smaller**.

7. References:

- Use the format of the *Academy of Management* journals (see examples on next page). To save
- space, type the references in single space, with hanging indent.
- **If you use the Endnote software application (or similar), remove all Endnote formatting prior to submitting your paper. Refer to the Endnote user guide or help section to learn how to remove Endnote formatting.**

8. Spell-check: Do not forget this important step!



Example of the start of your submission, from the title to the second section:

**Corporate Social Performance:
A Multi-Dimensional Construct**

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Abstract: This paper develops a model of the construct of corporate social performance (CSP) and measures its dimensions in an empirical study ...etc. for 3-to-5 sentences.

Keywords: corporate social performance; social responsibility; multi-dimensional scaling

INTRODUCTION

Corporate social performance is a central focus of inquiry in the business and society field. The term has been used at least since the 1970s with the introduction of the annual research series ...

LITERATURE REVIEW

Since Freeman's popularization of the term "stakeholder" in the business literature (Freeman, 1984), ...

Examples of the preferred styles for References:

Book

Smith, S.R. & Anderson, J.T. 2012. *Corporate Social Responsibility Comes Home to Roost*. Boston: Simmons College Press.

Journal Article

Smith, S.R. & Anderson, J.T. 2011. Stakeholder theory and strategic direction. *Business & Society*, 43: 40-59.

Article in a Conference Proceedings

Smith, S.R. & Anderson, J.T. 2010. Business ethics takes a holiday. In R. Derry & J. Hendry (Eds.), *Proceedings of the Twenty-Second Annual Meeting of the International Association for Business and Society*, pp. 591-599.

Book Chapter

Smith, S.R. & Anderson, J.T. 2009. Corporate governance beyond the boardroom. In C. V. VanSandt (Ed.), *Shareholders, Employees, and Community Members: Acting on Priorities*, pp. 659-687. Chicago: Grinnell Publishing.