

## Atlantic Schools of Business Conference Style Guide

Each submission will be accompanied by a declaration of submission type:

- Paper submission (for proceedings)
- Paper submission (presentation only, abstract in proceedings)
- Work-in-progress submission (presentation only, abstract in proceedings)
- Workshop or symposium proposal

### Submission Instructions

This section provides instructions for formatting submissions to the ASB 2019 conference. It is important that authors follow these instructions carefully. Submissions that do not follow these formatting instructions may be returned to their authors for revision, and will be require authors to resubmit before the submission deadline.

### Paper submissions

**Page limit:** Do not exceed 15 pages (this includes title page, abstract, tables, figures, and appendices, but excludes references)

**Title Page:** Include title of paper and full contact information for author(s) (including corresponding authors)

**Abstract:** 120 words maximum

**Body:** The body of the electronic paper must be anonymous

#### **Formatting:**

- The format of submissions must conform to the APA (6th edition) style guide in terms of margins, spacing, title, abstract, headings, citations and references.
- Summary APA formatting information can be found at <http://www.mtroyal.ca/library/files/citation/apa.pdf>
- The required font for submissions is Times New Roman 11. Submissions should be single-spaced. Do not use page numbers – the Proceedings Editor will insert these.
- Please check spelling and grammar before submitting your paper; your paper will not be copy-edited after submission.
- Papers must be submitted in a single file in Microsoft Word format.

**Copyright:** If the full text of the paper is included in the ASB Proceedings, authors still retain the right to use and publish their paper.

**Student Submissions:** If the author of a paper is a student, this should be indicated on the title page by adding the word “student” in brackets after their last name. Students must also indicate their status by adding the word “student” in brackets after their last name when submitting the paper.

### Work-in-Progress Submissions

Work-in-Progress submissions shall conform to the same style as full-paper submissions, except for length. Works-in-progress should be 1,200 – 1,500 words (excluding references). They shall also include an abstract of not more than 120 words (for publication in the proceedings).