

Atlantic Schools of Business Style Guide 2020 Special Issue of Workplace Review

Submission Types

- Full Paper Submission (for consideration in the special issue)
- Full Case Submission (for consideration in the special issue)
- Works-in-Progress papers or cases (for proceedings on the ASB website)¹

Submission Deadlines

- The deadline for all submissions is **OCTOBER 12, 2020**. Please note that there will be no extensions!
- Decisions will be made by **November 15, 2020**.

Submission Process

- All submissions are to be submitted to the corresponding 'division editor'.
- All submission guidelines (as provided in the next section or ASB website) must be followed!
- Your division editor will acknowledge receipt of your paper and send the paper to two peer reviewers for blind review.
- Upon completion of the review process, you will receive an email from your division editor indicating that your submission is either accepted for the special issue, accepted pending revisions as recommended by the reviewers, or accepted for feature on the ASB website.
- You will be asked to complete any revisions and conduct a copy-edit before sending the final version of your submission back to your division editor.

Submission Instructions (NOTE: Please reference sample submission as needed.)

- Submissions are not to exceed 15 pages, including references, appendices, tables, and figures.
- Submissions are to use 11-point Times New Roman font, justified, one-inch margins, and be single spaced.
- Submissions should not include a title page. Instead, the first page of each submission will include the author information and affiliation, a title in all-caps and bold, and an abstract (indented one inch left and right) of up to 120 words. The submission will begin directly below the abstract.
- Submission references, in-text citations, tables, and figures are to be formatted according to **APA 7th Edition**. However, your reference list must be single-spaced with one line between each reference.
- Do not use page numbers.

¹ To follow ASB style guide.

- Any quotes over 40 words must be blocked separately from the body of the paper and indented one inch from the left and right margins.
- First level headings are to be centered, bolded and in title case; second level headings should be left-aligned, bolded and in title case; third level headings should be left aligned, italicized, and in title case.
- The body of all submissions must be anonymized for the peer review process. Please ensure that any identifying details about the author(s) are removed or anonymized. Note that your division editor will anonymize the first page on your behalf before the submission goes for review.

Student Submissions

- Please identify if the author(s) of the submission is a student by listing 'Student' in brackets after the student name (s) on the first page of the submission.

If you have any questions about the formatting requirements, please do not hesitate to contact your division editor and/or managing editor Ellen Shaffner (ellen.shaffner@smu.ca)

NOTE: A sample paper adhering to these guidelines is included below for your reference.

Helpful Resources for APA 7th Edition changes:

<https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html

https://apastyle.apa.org/products/publication-manual-7th-edition-introduction.pdf?_ga=2.152804793.1631121482.1595261453-1322033038.1593107387

