

### **Extended Abstract Guidelines**

- Prepare and submit electronic documents in Microsoft Word with the text in the range of **500 to 4,000 words** for review.
- Authors need to be consistent in their referencing style throughout the body of the manuscript.
- However, Authors also have the option of including one table summarizing results and/or one figure.
- The Abstract should be submitted in the single-spaced format, prepared in 12-point Times New Roman font.
- The Abstract should begin with:

**Title**

**Keywords:** Please provide a list of 4-5 keys words for your reviewers

**Body:**

# Full Paper Guidelines

## Title page

The title page should include

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author

## Abstract

Please provide an abstract of 200 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

## Keywords

Please provide at least 3 keywords that can be used for indexing purposes.

## Text Formatting

Manuscripts should be submitted in Word.

- ◆ Use a normal, plain font (e.g., 12-point Times Roman) for text.
- ◆ Use single spacing on the regular text in your manuscript
- ◆ Do not number your paragraphs or headers
- ◆ Use italics for emphasis.
- ◆ Use the automatic page numbering function to number the pages.
- ◆ Do not use field functions.
- ◆ Use tab stops or other commands for indents, not the space bar.
- ◆ Use the table function, not spreadsheets, to make tables.
- ◆ Use the equation editor or MathType for equations.
- ◆ Save your file in docx format (Word 2007 or higher)
- ◆ The paper should be maximum 20 pages long.

## References

References are your entries in the alphabetical list at the end of your manuscript. This list should include only work you have cited in the text.

a) Order: Alphabetize references by their first author's last name. For corporate authors and periodicals, alphabetize by the first substantive word (not by "the"). List the earliest work by an author first. Differentiate works by the same author(s) from the same year by adding "a," "b," etc., after the years. Repeat the author's name for each entry.

b) Style for Books: Follow this format: Last names, initials (with a space after each period). Year. Title (italic; capitalize only the first letter of the first word and of the first word after a colon). City where published: Publisher. For small cities only, give the abbreviation for state or province (US/Canada) or the full name of the country.

Examples:

Peng, M. W. 2006. *Global strategy*. Cincinnati, OH: Thomson South-Western.

Singh, K. S., & Delios, A. 2005. *Strategy for success in Asia*. Singapore: John Wiley & Sons (Asia) Pte Ltd.

If the book is an edited volume. Example:

Lau, C. M., Law, K. S., Tse, D. K., & Wong, C. S. (Eds.). 2000. *Asian management matters: Regional relevance and global impact*. London: Imperial College Press.

c) Style for Periodicals: Follow this format: Authors' last names, initials (space after each period). Year. Title (regular type; single capital, as for books). Name of Periodical (*italic, title-style capitalization*), volume number (issue number if needed—see below): page numbers. Example:

White, S. 2002. Rigor and relevance in Asian management research: Where are we and where can we go?. *Asia Pacific Journal of Management*, 19(2–3): 287–352.

If an article has no author, the periodical is the author. Example:

*BusinessWeek*. 1998. The best B-schools. October 19: 86–94.

d) Style for Chapters in Books, including annuals: Follow this format: Authors' last names, initials (space after each period). Year. Title of chapter (regular type, single-capital rule). In [editors' initials and last names] (Eds.). Title of book (*italic; single-capital rule*): Page numbers. City: Publisher. Examples:

Peng, M. W. 2002. Cultures, institutions, and strategic choices: Towards an institutional perspective on business strategy. In M. Gannon & K. Newman (Eds.). *The Blackwell handbook of cross-cultural management*: 52–66. Oxford: Blackwell.

Lau, C. M., Kilbourne, L. M., & Woodman, R. W. 2003. A shared schema approach to understanding organizational culture change. In W. A. Pasmore & R. W. Woodman (Eds.). *Research in organization change and development*, 14: 225–256. Oxford: Elsevier Science.

## Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

**Note: The article should not be more than 20 pages, including references and appendix.**