

ICES 2020

Paper formatting guidelines

- Please send your paper as a .doc, .docx or .pdf file. Papers have to be submitted through the on-line submission procedure.
- All the submissions should be in the English language. Please note that language editing and formatting of the paper is the responsibility of the author(s).
- Full name, affiliation and contact information should be mentioned for all authors of the paper (please refer to the example below).
- Please include an abstract of not more than 400 words to summarise the background and results of the research. The abstract should outline the purpose of the research, methodology, data, results, and implications. Please do not put reference citations in the abstract.
- Body of the paper: The introduction should state clearly the objective of the paper as well as context of the investigation. The literature review should be limited to the articles, books and other items that are relevant to specific research questions addressed. The theoretical framework of the research may contain a full section explaining motives of the research, identifying a gap in the existing literature of the research, and potential usefulness of proposed theoretical basis. The empirical section should provide appropriate citations to the methodology used. Full details of the analyses and results must be included in the paper itself. The conclusion should summarize key findings and state their importance to the field of research.
- The maximum length of the paper is 20 pages (including all tables, appendices, and references).
- Please make sure that all tables, figures and formulas are included in the text (preferably in an editable version) and not sent separately.
- Paper formatting instructions are provided below:
 - Paper size: A4
 - Margins: 3 cm left, 2.5 cm right, top and bottom
 - Font: Times New Roman
 - Font size: Text 12 pt, title 14 pt, section headings 14 pt, sub-section headings 12 pt, references 12 pt, tables 10-12 pt
 - Title: in Title Case
 - Author information (separately for every author):
 - Full name
 - Institution/Affiliation
 - Address
 - Phone, fax, e-mail
 -
 - Section headings and subsection headings, headings of tables and figures: in Title Case; left aligned; numbered

- Line spacing: Single
- Text alignment: Justified
- Paragraphs: No space between paragraphs; first line of paragraph indented (1.25 cm) starting from the second paragraph of each section; empty line after each section, section heading, subsection, subsection heading, table and figure.
- Tables and Figures to be included in the main text.
- Sources and Notes to Tables and Figures: Text 10 pt, left aligned, italic
- Notes: As footnotes; referred to with Arabic numbers in the text
- References within the text: Citations to the literature should be included in the text. Use the format when citing references in the text as shown at the end of this sentence (Terpstra, 2004, pp. 252), (Cosset & Suret, 1995), and (Holland and Pain, 1998; Resmini, 2000; Koh et al., 2005). For reviews, see Dunning (1998, 2000) and Yeung and Strange (2002).

When citing a list of references in the text, put the list in alphabetical order and separate authors by semicolons; for example, "Several studies (De Mello, 1999; Carkovic & Levine, 2000; Alfaro et al., 2001) support this conclusion."

If a work has two authors, give both names every time you cite it; for example, Holland and Pain (1998). For three through six authors, give all names the first time the work is cited and then use the first author's name and "et al." for all subsequent citations. For works with seven or more authors, use the first author's name and "et al." for all in-text citations, including the first citation.

To cite a direct quotation, give pages after the year, separated by a colon and a space. Example: "Boddewyn argues that for something to happen it must be not only 'favorable and possible but also wanted and triggered' (1988: 538)".

- Style of the list of references: The reference list should follow the notes at the end of the manuscript in alphabetical order by author name (use the "corporate author" or the journal name where no individual author's name is given). This list must include all the works you have cited, and only the works you have cited. Authors should make certain that the reference for each citation in the text is complete. References should be typed with "hanging" indentation".

The following are examples of proper form:

- **Journal articles**

Cosset, J., & Suret, J. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26(2): 301-318.

- **Books**

Baron, D. P. 2008. *Business and the organisation*. Chester: Pearson.

- **Papers**

Harley, N. H. 1981. Radon risk models. In A. R. Knight & B. Harrad (Eds), *Indoor air and human health*, Proceedings of the Seventh Life Sciences Symposium, 29-31 October 1981, Knoxville, USA: 69-78. Amsterdam: Elsevier.

- **Chapters in edited books**

Smith, J. 1975. A source of information. In: W. Jones (Ed.) 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

- **Online documents**

The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. <http://www.ici.org>. Accessed 4 February 2004.

- **Online journal articles / advance online publication articles**

Hutzschenreuter, T., & Voll, J. C. 2007. Performance effects of "added cultural distance" in the path of international expansion: The case of German multinational enterprises. *Journal of International Business Studies*, advance online publication August 30. doi:10.1057/palgrave.jibs.8400312.

Please see an example overleaf.

- XXX.

Table 1. XXXXXXXX, Title Case

	Z	W
X	10%	11%
Y	12%	13%

Note: Any comments to the table
Source: Dunning (2002)

XX
 XXX
 XXXXXXXXXXXXXXX.

$$A + B = C \tag{1}$$

XX
 XXX
 XXXXXXX.

2.2. Subsection Heading

XX
 XXX
 XXXXXXX.

Figure 1. XXXXXXXX, Title Case

[FIGURE]

Source: Author's illustration

XX
 XXX
 XXXXXXX.

References

Cosset, J., & Suret, J. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26(2): 301-318.
 Harley, N. H. 1981. Radon risk models. In A. R. Knight & B. Harrad (Eds), *Indoor air and human health*, Proceedings of the Seventh Life Sciences Symposium, 29-31 October 1981, Knoxville, USA: 69-78. Amsterdam: Elsevier.