

AIBRP CONFERENCE

**INSTRUCTIONS FOR CONTRIBUTORS
AND MANUSCRIPT SUBMISSION GUIDELINES**

Papers should be submitted through the conference website www.mbaainternational.org, in the format shown below:

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ABSTRACT

The abstract should summarize the content of the paper and be informative for non-specialists. Please keep the abstract to less than 100 words. Please use single line spacing throughout your document. Do not have references or equations in the abstract. The content of your paper should follow the abstract and keywords.

Keywords: Include up to six keywords that describe your paper for indexing and for web searches in your manuscript. An example for this document follows: author guide, manuscript format, camera-ready

IMPORTANT INFORMATION

Your manuscript should be prepared to be printed on 8.5" x 11" (U.S. letter size) paper. It is imperative that the margins and style described below be adhered to carefully. Please keep in mind that the manuscript you prepare will be printed to a standard office laser printer and then duplicated for the proceedings -- exactly as it is received. Readability of copy is of paramount importance. A paper submitted that does not comply with these Proceedings Formatting instructions will not be published.

PREPARATION OF MANUSCRIPTS

General Appearance

The text must be in English. The submitted computer files of each contribution must be in their final form and of good appearance because they will be printed out directly. It is essential that your DOC or RTF file be "camera-ready" for duplication. The document you are reading is in the format that should be used to prepare your paper.

Specifications

To ensure uniformity of appearance for the Proceedings and the *Journal of International Business Research and Practice*, your paper should conform to the following general specifications:

- 1) The document is to be set for 8.5" x 11" (U.S. Letter Size) paper.
- 2) Left aligned text, with all margins set at 1 inch.
- 3) Number the pages so that reviewers can provide specific comments/feedback on your manuscript.
- 4) The Header should be set at 0.5 inches and the Footer at 0.75 inches.
- 5) Use SINGLE spacing throughout your document.

FONTS AND SIZES

Documents must be prepared using Times New Roman font. All text must use an 11-point font size. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable.

Only Microsoft Word digital files are acceptable.

HEADINGS

Major headings are to be centered in a bold font and in capital without underline. They may be numbered, if so desired. "HEADINGS" at the top of this paragraph is a major heading. Insert one line above and below each major heading.

Title

The title should be centered across the top of the first page and in a 12-point font.

Subheadings

Subheadings should be in a bold font in lower case with initial capitals. They should start at the left-hand margin on a separate line.

Sub-subheadings: Sub-subheadings are to be in a bold font. They should be indented and run in at the beginning of the paragraph.

Keywords: From 5 to 7 keywords may follow the abstract (as shown in this document).

References within the text: Use the APA Editorial Style format when citing references in the text as shown at the end of this sentence (Terpstra, 2004, pp. 252), (Spillan & Ziemnowicz, 2003), and (Meraz, 2001; Zimmerman, 2004; Koh et al., 2005). For reviews, see Terpstra (1998, 2000) and Lim and Kim (2005).

Graphics: All illustrations, pictures, and charts should be clear prints. They should be within the text as appropriate, or all placed at the end of the paper. Make sure that you include a caption for each graphic.

Acknowledgements: Any acknowledgments should be placed just before the references.

Footnotes: Footnotes should be in singled-line spacing at the bottom of the page where it is cited.

READABILITY

You are advised to use a professional editor to review your paper. Computerized software grammar checkers may not be adequate to check your document.

CONCLUSIONS

The better you look, the better we all look. Thank you for your cooperation and contribution. We look forward to seeing you at the annual AIBRP conference in Chicago.

REFERENCES

References used in your document should follow APA Editorial Style formats. The following "Manuscript format and style guide" examples are sourced from the *Journal of International Business Studies* (www.jibs.net)".

The reference list should follow the notes at the end of the manuscript in Harvard (name and date) format. Authors should make certain that there is a complete reference for every citation in the text and that the cited dates and the spellings of the authors' names in the text and references are in agreement. References should be typed with "hanging" indentation". The following are examples of proper form:

(a) Journal Articles

- Cosset, J. and Suret, J. (1995) 'Political Risk and Benefits of International Portfolio Diversification', *Journal of International Business Studies*, 26(2): 301-318.
- Johansson, J.K., Douglas, S.P. and Nonaka, I. (1985) 'Assessing the Impact of Country of Origin on Product Evaluations: A New Methodological Perspective', *Journal of Marketing Research* 22(4): 388-396.

(b) Books

- Donahoe, J.D. (1989) *The Privatization Decision*, Basic Books: New York.

(c) Papers

- Harley, N.H (1981) 'Radon Risk Models', in A.R. Knight and B. Harrad (eds.) *Indoor Air and Human Health*, Proceedings of the Seventh Life Sciences Symposium; 29-31 October 1981; Knoxville, USA. Amsterdam: Elsevier, pp 69-78.

(d) Chapters in Edited Books

- Teece, D.J. (1987) 'Capturing Value from Technological Innovation: Integration, Strategic Partnering and Licensing Decisions', in R.B. Guile and H. Brooks (eds.) *Technology and global industry: Companies and Nations in the World Economy*, Washington DC: National Academy Press, pp.19-38.

(e) Dissertations

- Salk, J.E. (1992) 'Shared Management Joint Ventures: Their Developmental Patterns, Challenges and Possibilities' Unpublished PhD Dissertation, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA.

(f) Online documents

- Van de Vliert, E. (2002) 'Thermoclimate, Culture, and Poverty as Country-level Roots of Workers' Wages', [www document] <http://www.jibs.net> (accessed 13 January 2003).

(g) Online journal articles

- Van de Vliert, E. (2002) 'Thermoclimate, Culture, and Poverty as Country-level Roots of Workers' Wages', *Journal of International Business Studies*, doi: 10.1057/palgrave.jibs.8400007

FIGURES AND TABLES

Tables and figures should follow the references. Make sure that every table or figure is referred to in the text. The table or figure will be placed after the first mention in the text or all placed at the end of the paper. Legends should be short, descriptive and define any acronyms, abbreviations or symbols used.

FIGURES

Authors are responsible for supplying camera-ready copy of their figures. Number your figures with Arabic numerals in order of their appearance. The font used for labeling should be no smaller than 8 points after the figure has been resized to the column width for typesetting. Tints are not acceptable, as they do not reproduce well in printing.

TABLES

Number each table consecutively with Arabic numerals and single space them. Avoid using vertical rules. Horizontal lines should be used only above and below column headings, as well as at the bottom of the table.

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