

# PROCEEDINGS GUIDELINES: 15<sup>th</sup> SGBED Conference

Articles should be prepared according to the following simplified guidelines. Do not **paginate** your document (no page numbers). Use MS Word for your final submission. Please send your final paper electronically to [uibe-sgbed2018@uibe.edu.cn](mailto:uibe-sgbed2018@uibe.edu.cn) or [limbuy@montclair.edu](mailto:limbuy@montclair.edu). Please mention “15<sup>th</sup> SGBED Conference Proceedings” in the subject of the email.

**The deadline for submission is April 30, 2018. Papers submitted after the deadline will NOT be considered for inclusion in the Proceedings.**

*Papers that are not submitted as per the guidelines will be returned for reformatting.*

All the manuscripts will be submitted for a double blind review. After the review process, all the accepted manuscripts need be revised and formatted as per the following guidelines:

## **Paper Length and Style**

Final papers should be prepared using **APA style** (<http://www.apastyle.org/electsource.html>, <http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm>) and should not exceed 15 pages single space (including tables, references, etc.).

## **Margins, Justification, Font, and Page Numbering**

First, set your paper size to 8 1/2” x 11” (Letter). Next, set top and bottom margins to 1.5”, left and right margins to 1”, and justification to “Full”. Use Times New Roman, 10 point for the text of your document. Please do not paginate your document; this will be done at our end.

## **Title of the Paper and Authors**

The title should be in 12 point Times New Roman, Bold and centered. The title should be in upper and lower case, not all caps. Leave one space below the title of your paper and type the author(s)’ name(s) along with the email address, name of the university/firm/organization and the country in 10 point Times New Roman, Italicize and centered. *Please do not type the author’s name in bold.*

*Note: For multiple authors with the same university/firm/organization, each name should be listed on one line, and then the common university/firm/organization and country should be given below the names, on one line. Do not use authors’ titles (Dr., Prof., Mr., Mrs., etc.).*

### **Example:**

#### **Creativity in International Business**

*John Smith, smithj@mail.abcu.edu  
ABC University, USA*

#### **Creativity in International Business**

*John Smith, smithj@mail.abcu.edu  
Jane Johnson, johnsonj@mail.abcu.edu  
ABC University, USA*

## **Abstract and Keywords**

Each paper must begin with an abstract of no more than 150 words that summarizes the key components of manuscript. Start your paper two spaces below the affiliation line. The heading “Abstract” should be 12 point Times New Roman, Bold, flush with the left margin. Leave one line blank after this heading. Use 9 point Times New Roman, Bold and justified for the abstract text. Please provide about 5 keywords that best suit the topic of the manuscript.

## **Headings and Sub Headings**

All *Headings* of the text must also be 12 point Times New Roman, Bold, flush with the left margin with upper and lower case letters. Leave one line blank before and after the Heading.

**Sub Headings** under the Headings must be in 9 point Times New Roman, Bold, flush with the left margin with upper and lower case letters.

### Document Text

Main document text should be in 10 point Times New Roman font. The text must be justified. The first line of each Paragraph of the text except the first paragraph must be indented 0.5". Use single line spacing for document text. Do not leave any space between paragraphs.

### Tables, Figures and Equations

Table caption should be in 9 point Times New Roman font, above the table and centered, and all in upper case. All tables should be numbered numerically (e.g. TABLE 1, TABLE 2, etc.)

#### Example:

TABLE 1: CONFERENCE DEADLINES

Abstracts/Proposals	March 17, 2011
Acceptance of Abstracts	April 15, 2011
Final Paper Submission	June 13, 2011
Double Blind Review & Decision	July 1, 2011
Regular Registration Deadline	June 30, 2011
Late Registration	July 1-18, 2011

Figure caption should be in 9 point Times New Roman font, below the figure and centered, and all in upper case. All figures should be numbered numerically (e.g. FIG. 1, FIG. 2, etc.)

**Note:** Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig.1" even at the beginning of a sentence.

Number equations consecutively with equation numbers in parentheses flush with the right margin.

#### Example:

$$E = MC^2 \quad (1)$$

### References

Citations referred in the text should be included in parenthesis (last name, year), e.g., (Sen and Misra, 2006). Each paper must have a "Reference" section at the end of the paper. The heading "References" must be 12 point Times New Roman, Bold and centered. The list of references must be 10 point Times New Roman and justified. Sort the list of reference in alphabetical order based on the first author's last name. Then, number citations consecutively using square brackets [1]. Give all authors' names- do not use "et al".

For reference examples for electronic source materials, refer to the following website:

<http://www.apastyle.org/electsource.html>

#### Example:

[1] Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a.

[2] VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

### Footnotes and End Notes

The heading "End Notes" must be 12 point Times New Roman, Bold and centered. The text of the footnotes and end notes must be 10 point Times New Roman and justified. Number footnotes separately in superscripts. Place the actual footnote at the end of the document (under the heading "End Notes") and not at the bottom

of the page in which it is cited. Do not put footnotes in the reference list. The End Notes section should be the last section of the paper (after References).

**Plagiarism and Grammatical Errors in the Manuscripts**

Please note the editors of the proceedings and the SGBED will only facilitate publication of the manuscripts as submitted by the authors and are not responsible for any violation of code of conduct regarding plagiarism and grammatical errors.