

INTERNATIONAL ASSOCIATION FOR BUSINESS AND SOCIETY

Guidelines for 2011 Conference Proceedings

Congratulations on having your submission accepted for the 22nd annual conference of the International Association for Business and Society (IABS). This document contains the guidelines to have your work published in the IABS Proceedings.

You retain the copyright and full rights to publish the work in a refereed journal or elsewhere. In order to prevent a future publisher from claiming legal rights to the paper you publish in the IABS Proceedings, you must sign the IABS Publication Agreement for your paper to appear in the Proceedings. This agreement does not restrict the future publication of your work, but it does protect IABS against claims by future publishers.

Since IABS has a blind-review process for conference submissions, you can identify the work as a “publication in a refereed conference Proceedings.” IABS has obtained an ISBN for the 2011 Proceedings.

The Proceedings will be published in electronic format.

In order to have your work included in the 2011 IABS Proceedings, please do the following:

1. The paper, symposium, workshop, or discussion session must have been presented at the conference. Although many people think of proceedings as being just for papers, we strongly urge participants in symposia and organizers of workshops and discussion sessions to prepare written material for inclusion in the Proceedings as well.
2. Send the IABS Publication Agreement to Proceedings Associate Editor Ann Barraquier. You may do this via (scan to Anne.barraquier@skema.edu) or fax (to +33(0)4 93 95 44 07).
3. Email your paper to Proceedings Editor Jamie Hendry at jhendry@bucknell.edu by **September 1, 2011**. Your file must conform to the format requirements listed below. Files that do not conform to these format requirements will be returned to the author for re-formatting.
 - Please attach the article as a Word file with the last name(s) of the author(s) as the filename. For example, VanSandt-Hendry.docx would be the name of a file for a submission with coauthors VanSandt and Hendry. Do not embed the article in the email message itself.
 - Everything related to the article should be in one file. Do not put tables, exhibits, appendices, references, etc. in separate files.
 - The maximum page length for your entire submission is **12 pages**. Use 12-point Times New Roman font, and include one-inch margins all-around. The page size is 8.5 x 11 inch (U.S. sizing). Papers with more than 12 pages will be returned for editing.

4. Consistent formatting creates a professional look for the Proceedings. You must follow the formatting guidelines listed below. Files that do not conform to these format requirements will be returned to the author for re-formatting.
 - Margins: one inch on all sides
 - Font: 12 point Times New Roman (shown in this document). Please be sure to use this same size and font for all tables and figures.
 - Do NOT include page headers, page footers, or page numbers.
 - Do NOT use the Microsoft Word endnotes feature as they will not format properly when additional papers are added.
 - Spacing: single space within paragraphs. Leave a blank line between paragraphs. Do not include automatic spacing before or after paragraphs.
 - Paragraph indents: Do NOT indent. The first word of each paragraph should begin at the left margin.
 - Section headings: Center major section headings in **BOLD CAPITAL** letters; include a blank line following them. Type secondary section headings flush with the left margin and **bold**; include a blank line following them. Type third-order headings flush with the left margin and underlined.
5. Special instructions for the title, author information, acknowledgements, and abstract (see example on next page):
 - Title in **BOLD CAPITAL** letters and centered at the top of the page.
 - Author name(s) and contact information: Please include institutional affiliation, address, phone number, and email address FOR EACH AUTHOR, even if it is the same for more than one author.
 - Skip one line and type brief acknowledgments, if any.
 - Skip one line. Type “Abstract:” with an underline. Then provide (beginning on the same line) an abstract of no more than 150 words.
 - Skip one line. Type “Keywords:” with an underline. Then provide up to three (3) keywords or phrases, separated by semicolons.
 - Skip two lines and begin the paper.
6. Tables and figures:
 - Tables and figures may be placed within the text at the appropriate place OR included at the end of the text. If the latter, be sure to mention each table or figure in the text of your document. (For example, “As shown in Table 1...”)
 - Use only black-and-white tables and figures. Do not use color, gray shading, or screening as background.
 - Use standard graphics software.
 - Type titles of figures and tables in **Bold**. Be sure to label appropriately. *Try to use 12-point Times New Roman font*; if necessary for appearance, you may use a font as small as 10-point, but no smaller.
7. References:
 - Use the format of the *Academy of Management* journals (see examples on next page). To save space, type the references in single space, with hanging indent.

- If you use the Endnote software application, **remove all Endnote formatting prior to submitting your paper**. Refer to the Endnote user guide or help section to learn how to remove Endnote formatting.

8. Spell-check: Do not forget the last step. What you send is what gets printed in the Proceedings.

We have provided examples of formatting on the following page.

We are excited about the 2011 Proceedings and look forward to receiving your submissions. Please contact either of us if you have any questions.

Regards,
Jamie Hendry and Anne Barraquier

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Example of the title-to-second paragraph section of your submission:

**CORPORATE SOCIAL PERFORMANCE:
A MULTI-DIMENSIONAL CONSTRUCT**

Sue Smith

University name, street address, city, state, country, mail code
telephone number, email address

John Anderson

University name, street address, city, state, country, mail code
telephone number, email address

We gratefully acknowledge the financial support of the University Foundation to complete this research and participate in the IABS conference.

Abstract: This paper develops a model of the construct of corporate social performance (CSP) and measures its dimensions in an empirical study ...etc. for 3-to-5 sentences.

Keywords: corporate social performance; social responsibility; multi-dimensional scaling

Corporate social performance is a central focus of inquiry in the business and society field. The term has been used at least since the 1970s with the introduction of the annual research series ...

RESEARCH METHODS

This paper will use historical indicators from corporate annual reports as data to measure the dimensions of CSP in the 1950s. ...

Examples of the preferred styles for References:

Book

Donaldson, T., & Dunfee, T. W. 1999. *Ties that bind: A social contracts approach to business ethics*. Cambridge, MA: Harvard Business School Press.

Journal Article

Frederick, W. C. 1998. Moving to CSR₄: What to pack for the trip. *Business & Society*, 37: 40-59.

Article in a Conference Proceedings

Queiroz, A. S., & Wood, D. J. 2003. In search of theory: Global standards of business conduct. In P. G. Lewellyn & S. A. Welcomer (Eds.), *Proceedings of the Fourteenth Annual Meeting of the International Association for Business and Society*, pp. 82-86.

Book Chapter

Windsor, D. 2004. Business ethics at "the Crooked E." In N. B. Rapoport & B. G. Dharan (Eds.), *Enron: Corporate Fiascos and Legal Implications*, pp. 659-687. New York: Foundation Press.