

Australian Academy of Business Leadership

Full Paper Submission Guidelines to a Conference

(There is no requirement to submit a full paper to attend an AABL conference. A conference proceeding will be made based on the abstracts only. However, you can submit a full paper if you want to publish your full paper in a conference affiliated journal)

A full paper submitted to an AABL Conference must comply with the following guidelines:

1. All manuscripts will be written in Australian English and have a word limit of 6,500 words. This word limit is excluding references, tables and figures. A longer manuscript may be considered in an exceptional case.
2. Submissions should be made in the MS Word format. No pdf files will be accepted.
3. Manuscript must be written in A4 paper size (21cm × 29.7 cm or 11 inch × 8.5 inch).
4. There should be a 2.54 cm (or 1 inch) margin in all pages throughout the manuscript. This automatic margin should be pre-set and must be strictly adhered to for all texts, headings, tables and figures.
5. Line spacing throughout manuscript is to be double-spaced (including references). The font 'Times New Roman' is to be used throughout the manuscript.
6. No header or footer is to be included in the manuscript. Manuscript should be page numbered in footer on the middle of the page in Times New Roman with a font size 12.
7. The title of the paper should be shown both on the 'title page' and on the original manuscript. The title of the paper should not be more than 15 words. It should be centred.
8. The font size of the title of the paper on the 'title page' should be 14 point. Author(s) name(s) will appear after 6 spaces of the title of the paper. Author(s) affiliation should be shown immediately after author(s) name.
9. Identify the corresponding author with an asterisk and show the email and other contact detail at the bottom of the title page.
10. Abstract should be in italics and justified both with 2.5 cm margin on both sides.
11. The abstract should not exceed 250 words (half page).
12. There should be at least 6 keywords after the abstract for indexing purposes.
13. Manuscripts should be prepared in accordance with accepted protocols of academic writing. It should have a clear flow of ideas; the writing should be clear and concise.

Please avoid all jargon, acronyms, sexist and racist terminologies. The manuscript should avoid emotional language.

14. Section and sub-sections are to be numbered sequentially, in bold type and aligned left.
15. The body part the contents should be justified, or aligned both sides.
16. There should be one blank space between each section and subsections.
17. There should not be any blank space between paragraphs of a section and subsections.
18. All figures, tables and charts are to be included in the correct place of the manuscript and not in a separate file or not at the end of the manuscript. Please avoid excessive tables and figures. Please number all figures, tables and charts consecutively and give each a caption/title below for a figure and above for a table. Type any notes below the figures and tables. Your tables and figures should be your original contribution. Figures, tables or charts from any other publication will only be accepted if the publisher's permission is attached as separate file at first submission of the article.
19. Figures, texts or tables are not to be coloured or shaded. Figures or tables should NOT break across two pages. No table should be provided in the introduction, in the conclusion or just after the conclusion. All tables should be fitted within the margin and titles of the tables should be centred.
20. If needed, end-notes can be included at the end of the manuscript just before the reference section. Please do not use footnotes.
21. References are to be provided at the end in alphabetical order and with 1cm hanging indent.
22. The conference paper will follow the American Psychological Association (APA) style referencing and citation system. Please follow the guidelines below:
 - a. Include an alphabetical list of references at the end of the paper.
 - b. Please cross check the in-text citation with reference list to ensure that all sources cited are included in the reference list.
 - c. For in-text citation, please use author's last name and the date of publication. For a single author, write (Jack, 2014) or Jack (2014) depending on your sentence. For example:

Jack (2014) argues that authors should follow the 'author guidelines' of a journal.

Authors should follow the 'author guidelines' of a journal (Jack, 2014).

For two authors, similar protocol will apply. For example:

Jack and Jim (2014) argue that authors should follow the 'author guidelines' of a journal.

Authors should follow the 'author guidelines' of a journal (Jack and Jim, 2014).

For more than two authors, please provide all authors detail for the first time and subsequently use et al. For example:

Jack, Jim and Jill (2014) argue that authors should follow the 'author guidelines' of a journal.

It is to be noted that authors should follow the 'author guidelines' of a journal (Jack, Jim and Jill, 2014).

Jack et al (2014) maintain that if the authors do not follow the 'author guidelines' of a journal, the manuscript may be immediately rejected.

d. The following examples show the styles to be used in the list of references:

Journal Article

DiMaggio, P. J. and Powell, W. W. (1983). The iron cage revisited: institutional isomorphism and collective rationality in organizational fields. *American Sociological Review*, 48 (2): 147-160.

Forthcoming Journal Article

If the publication year is known, write *forthcoming* instead of volume, issue and page number(s).

If the publication year is unknown, write *forthcoming* in the place year.

Book

Berle, A. A. and Means, G. C. (1932). *The modern corporations and private property*. Revised Edition, New York: Harcourt, Brace and World Inc.

Book Chapter

DiMaggio, P. J. and Powell, W. W. (1991). Introduction, In Powell, W. W. and DiMaggio, P. J. (eds.), *the new institutionalism in organizational analysis*. Chicago: University of Chicago Press.

Unpublished Thesis

Ziolkowski, R. (2005). A re-examination of corporate governance concepts, models and theories and future directions. *Unpublished Ph. D. Thesis*, University of Canberra, Australia.

Unpublished Working Paper

Berglöf, E. and von Thadden, E. (1999). The changing corporate governance paradigm: implications for transition and developing countries, *Working Paper*, Social Science Research Network, New York, USA.

Periodicals

(The) Economist (1996). Slaughter of innocents. *The Economist*, 7th December, The online version available at <http://www.economist.com> (viewed on 28th October 2006).

Dean, B. (2010). Let CEOs do with \$500,000. *Business Week*, February 4, The online version available at www.businessweek.com (viewed on 4th February 2010).

Conference Paper

Claessens, S.; Djankov, S. and Pohl, G. (1996). Ownership and corporate governance: evidence from Czech Republic. *Paper Presented at the International Symposium on Capital Markets and Enterprise Reforms*, Beijing, The World Bank, Washington, D.C.

Electronic Text

Hampel Report (1998). *Hampel Committee: Final Report 1998*. European Corporate Governance Institute, Online version available at http://www.ecgi.org/codes/documents/hampel_index.htm (viewed on 4th May 2008).

Index of Economic Freedom (2010). *Bangladesh: Economic Freedom Score*. Washington D. C.: The Heritage Foundation, The online version available at <http://www.heritage.org/> (viewed on 29th January 2010).