

RESPONSIBLE BUSINESS MANAGEMENT SYMPOSIUM 2013: FINAL ASSIGNMENT GUIDELINES

Format	All files should be submitted in MS Word Format (.doc) or Rich text Format (.rtf), NOT in .pdf –format. If authors do not follow the given instructions, the editorial board may modify the text or even decide not to publish it.
Article Length	Articles should be a maximum of 10 pages (plus references) in length.
Article Title	A title of the article will be defined by editorial board and will be informed to the authors during the RBM Symposium (on April 11 - 12, 2013)
Article Title Page	An Article Title Page should be submitted alongside each individual article using the template provided. This should include:

- Article Title
- Author Details (see below)
- Author Biographies
- Abstract (see below)
- Keywords (see below)

Author Details	Details should be supplied on the Article Title Page including: • Full name of each author • Organisation of each author • E-mail address of each author • Brief professional biography of each author (see an example below)
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An example of a brief professional biography:

"Dr. Ulla Kotonen is a principal lecturer of Research and Development at Faculty of Business Studies at Lahti University of Applied Sciences. She has previously worked as a professor of accounting at School of Business, Lappeenranta University of Technology. Her current research interests include corporate social responsibility (CSR) and sustainability reporting, corporate governance issues as well as local and regional development. Her recent studies are related especially Finnish companies CSR reporting and regional responsibility. Her recent CSR and sustainability articles are published in The Journal of Applied Accounting Research, The International Journal of Environmental, Cultural, Economic and Social Sustainability, and Social Responsibility Journal."

Structured Abstract

Authors must supply an abstract on the **Article Title Page**.

Abstracts should contain no more than 250 words (including keywords).

Keywords

Please provide up to 5 keywords on the **Article Title Page**, which encapsulate the principal topics of the paper. Please use EuroVoc Multilingual Thesaurus of the European Union when defining keywords.

Font, headings, line spacing, margins, and page numbers

Font style is Arial, 12 points. (with the exception of the 16 pt title and 14 pt sub-title). Headings must be concise, with a clear indication of the distinction between the hierarchies of headings. Title of the full: Arial 16 pt, in capitals and bolded. Section titles: Arial 14 pt, bolded. Sub-titles: Arial 14 pt, not bolded.

The full paper should be written on size A4 paper with 1.5 spacing. Use 1.0 spacing in the Article Title Page and the references.

Margins in text are following: 2 centimetres in top, left and right, and 1,25 centimetres in bottom.

Text alignment in Article Title and authors' details centered and in the abstract and the body text justified.

One empty line should be left between paragraphs. Please don't use page numbers.

See an example article.

Structure of full paper

The full paper can be organized (if applicable) to the following sections:

1. Introduction
2. Theoretical framework
3. Research context and methods
4. Empirical findings
5. Discussion and conclusions

The structure of the theoretical and empirical sections depends on your title. The text should not be divided into excessively short fragments. The conclusions should be in harmony with the introduction. It should include a concise presentation of the aim of the research, the main content and the main findings. Full paper must be an understandable entity by someone that has not attended the presentation sessions at the RBM Symposium.

Notes/Endnotes

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

Figures

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.

All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.

- Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.
- Figures which cannot be supplied in as described above are acceptable in the standard image formats. If you are unable to supply graphics in these formats you may use .tif, .gif or .jpeg at a resolution of at least 300dpi and at least 10cm wide.
- To prepare web pages/screenshots simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".)
- Photographic images should be submitted electronically and of high quality. They should be saved as .tif, gif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

Tables

Tables should be typed and included as a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.

Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.

References

References to other publications must be based on APA style and carefully checked for completeness, accuracy and consistency.

You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

For books

Surname, Initials (year). *Title of Book*. Place of publication: Publisher.

e.g. Harrow, R. (2005). *No Place to Hide*. New York, NY: Simon & Schuster.

For book chapters

Surname, Initials (year). Chapter title. In Editor's Surname, Initials, *Title of Book* (pages). Place of publication: Publisher.

e.g. Calabrese, F.A. (2005). The early pathways: theory to practice – a continuum. In Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management* (pp. 15-20). New York, NY: Elsevier.

For journals

Surname, Initials (year). Title of article. *Journal Name*, volume(number), pages.

e.g. Capizzi, M.T. and Ferguson, R. (2005). Loyalty trends for the twenty-first century. *Journal of Consumer Marketing*, 22(2), pp. 72-80.

For published conference proceedings

Surname, Initials (year of publication). Title of paper. In Surname, Initials (Ed.), *Title of published proceedings which may include place and date(s) held* (page numbers). Place of publication: Publication place.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007). Connecting destinations with an ontology-based e-tourism planner. In *information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007* (pp. 12 – 32). Vienna: Springer-Verlag.

For unpublished conference proceedings

Surname, Initials (year). *Title of paper*. Paper presented at Name of Conference, date of conference, place of conference. Retrieved from URL if freely available on the internet. Accessed date.

e.g. Aumueller, D. (2005). *Semantic authoring and retrieval within a wiki*. Paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete. Retrieved from <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf>. Accessed 20 February 2007.

For working papers

Surname, Initials (year). *Title of article*. Working paper [number if available]. Institution or organization. Place of organization, date.

e.g. Moizer, P. (2003). *How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments*. Working paper. Leeds University Business School, University of Leeds. Leeds, 28 March.

For newspaper articles (print version)

Surname, Initials (year, date). Article title. *Newspaper*, pages.

e.g. Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

For newspaper articles (electronic version)

Surname, Initials. (year, date). Article title. *Newspaper*. Retrieved from URL if freely available on the internet.

e.g. Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>.

For electronic sources

If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

e.g. Castle, B. (2005). Introduction to web services for remote portlets.
Retrieved from <http://www-128.ibm.com/developerworks/library/ws-wsrp/>.
Accessed 12 November 2007.

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

Further information about APA style from <http://www.apastyle.org>.