Submission Guidelines

On submission page:
Please supply the following information separately via the Easychair system:
- **Conference Track**: Choose the conference track to which the submission is most closely related.
- **Author Information**: Include the name(s), email(s), and affiliation(s) of all author(s).
- **Title and Abstract**: Provide a title and a 120-word abstract summarising your submission.
- **Keywords**: List at least three keywords relevant to your submission.

1. Paper Guidelines

Length of papers
Papers should be 1500 words long (excluding notes, references, author details, keywords and abstract). While not strictly required, we recommend an initial length of 1,500 words to allow room for potential revisions. If requested for revision, papers should not exceed 2500 words. All submissions will be blind reviewed.

File Format and Anonymity
The submission must be in PDF format. Manuscripts must not contain any information about the author(s) or their institutional affiliation(s).

Content Requirements
The main manuscript should include the following information:
- Article Title (Centred and follow the format for heading 1) (see below)
- Abstract of 120 words
- Keywords (six to eight, in lower case where possible)

Presentation/House Style
All articles should be written in Word and double-spaced, with 2.5 cm margins on all sides. The font should be 12 Point. The main body text should be justified, with paragraphs separated by a line.

Headings
Please do not exceed three levels of headings. The recommended format for headings are:

Heading 1 (12 point, Capitalised, Bold)
Heading 2 **(12 point, Capitalised, Bold, Italicised)**
Heading 3 **(12 point, Capitalised, Italicised)**

Quotations
The recommended style for quotations embedded into a paragraph is single quote marks, with double quote marks used for a second quotation contained within the first. All long quotations (over 40 words) should be 'displayed'– i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end.

Notes
Endnotes may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself. A note will divert the reader's attention away from your argument. If you think a note is necessary, make it as brief and to the point as possible. Use Microsoft Word's note-making facility and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, i.e. after the comma or the full stop. The note call must be in superscripted Arabic ([1, 2, 3]).

References
All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The reference list should be presented alphabetically at the end of the document.

Please note in particular:
- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text)
- A blank line is entered between references
- Year date of publication in brackets
- Commas, not full stops, between parts of each reference
- Absence of 'in' after the title of a chapter if the reference relates to an article in a journal or newspaper.
- Name of translator of a book within brackets after title and preceded by 'trans.', not 'transl.' or 'translated by'.
- Absence of 'no.' for the journal number, a colon between journal volume and number.
- 'pp.' before page extents.

The following samples indicate conventions for the most common types of reference:

Journal article

Hottel, R. (1999), 'Including Ourselves: The Role of Female Spectators in Agnès Varda's *Le bonheur* and *L'une chante, l'autre pas*', *Cinema Journal*, 38: 2, pp. 52–72.

Book

Flitterman-Lewis, S. (1990), *To Desire Differently: Feminism and the French Cinema*, Urbana and Chicago: University of Chicago Press.

Edited book

Gibson, R., Nixon, P. and Ward, S. (eds) (2003), *Political Parties and the Internet: Net Gain?*, London: Routledge.

Chapter in edited book

Grande, M. (1998), 'Les Images non-dérivées', in O. Fahle, (ed.), *Le Cinéma selon Gilles Deleuze*, Paris: Presse de la Sorbonne Nouvelle, pp. 284–302.

Conference paper

Brown, J. (2005), 'Evaluating surveys of transparent governance', in UNDESA (United Nations Department of Economic and Social Affairs), *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May, United Nations: New York.

Newspaper/magazine article (accessed online)
Anon. (2005a), 'Pubs open doors as terrorist blasts rock capital', *The Publican*, 14 July, http://www.morningadvertiser.co.uk/General–News/Pubs–open– doors–as–terrorist–blasts–rock–capital. Accessed 18 October 2013.

Website

Bondebjerg, K. (2005), 'Web Communication and the Public Sphere in a European Perspective', http://www.media.ku.dk. Accessed 15 February 2005.

Publication in press

Woolley, E. and Muncey, T. (in press), 'Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder', *Journal of Adolescent Psychiatric Nursing*. (Accepted for publication December 2002).

PhD Thesis

Richmond, J. (2005), 'Customer expectations in the world of electronic banking: a case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.

The guidance on this page is by no means comprehensive and should be read in conjunction with the *Intellect Style Guide*, which can be found here: https://www.intellectbooks.com/asset/2243/house-style-guide-6th-edition.pdf.

2. Poster Guidelines

A conference poster is a large document that can communicate your research to an audience. The purpose of a poster is to outline a piece of empirical or theoretical work in a form that is easily assimilated and stimulates interest and discussion. In preparing a poster, simplicity is the key and thus the trick to a good poster is to know what to include and what to leave out. Diagrams and pictures should be used where possible to keep down the amount of text.

Content Recommendations:
In planning your poster, you may start first with a list of headings under which your information will fit. A poster should include:
- **Name:** You should include your name at the top of your poster.
- **Title:** Try to keep your title to a length of 1 to 2 lines if possible.
- **Introduction:** A brief introduction (about 150 words) about your research area. You may begin with a definition of the problem, together with a concise statement of the objective(s) of the research. You may also highlight the potential value of your project/contribution your project may make.
- **Contribution to theory/practice:** You should highlight how your work will contribute to the development of theory and/or business practice.
- **Methodology and Methods (where applicable):** A short methodology section that describes only the necessary details of your study.
- **Results (if applicable):** Data may be presented as graphically as possible. All graphs and tables should have clear labels and legends.
- **Conclusion (if applicable):** Conclusion may address your predictions and/or contributions and why you believe you got the results you did. You should also include the implications of your results (for theory and/or practice). You may even include directions for future research or suggestions for improving your research design.

IMPORTANT – you may be as innovative and creative as you wish with these posters as long as they reflect the criteria above. You will want the audience to be drawn to explore your poster, so you should use pictures, colour and text as a means of enhancing your poster.

Creating your Poster

PowerPoint is one of the easiest packages that can be used to prepare a poster. Start doing some planning for your poster with A4 paper size and choose whether you want portrait or landscape mode (landscape is the most common mode). To do this take "Page setup" from the file menu then use the drop down list on the dialogue box to change the "slide sized for" to A4. However, **the actual size of a printed poster should be in an A1 sheet.**

When you are ready to start putting text into your poster, open it with no items on the page using the blank slide format. This is a completely blank slide with no boxes on. Start adding text by inserting a "Text box" from the "Insert" menu. You can move your text box to an appropriate position as you prefer. You can adjust the font or colour of your text as you want. A good guideline for the minimum size of font in the A4 size which can be read easily when the poster is scaled to A1 is 8 or 10 Point. You will be able to put a coloured box around your text by choosing the "Line colour" from the "Insert" menu, select the "Pictures" menu and choose "AutoShapes" from the menu.

You may also import graphics and pictures into PowerPoint. To include your graphs into your poster, simply copy the graphs you wanted and paste it into your PowerPoint slide. To insert a picture, select the "Insert" menu, choose "Picture" menu and insert from either "Clip art" or "From file".

Colour is an important part of your poster. A common rule suggests you should have no more than 4 colours. However, this excludes graphs and pictures. This will encourage a more uniform look and feel to your presentation. If you wish to include a background, please make sure that you use very light colours. However, it is always advisable to leave your background white in colour.

Some important points that need to be considered during the process of designing your poster to avoid problems:

1. **Keep it as simple as possible and make sure that the graphics are kept as small as possible.**
2. **Do not overcrowd the poster with text as this may confuse the reader.**
3. **Do not use fancy formats and fonts that might look impressive but they often detract from the message.**
4. **Do not have unnecessary information in your poster.**

Your poster submission to Easychair system must be in PDF format.