

Reading through this model paper will give you the style guidelines that you need to apply to your paper

The Title of the Paper Goes Here, in Title Case

Lead Author, Co-author One, Co-Author Two

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Abstract

This model paper contains information about the formatting requirements for the proceedings of this conference. Read this document carefully. Format your paper in Times New Roman 12pt and single spacing. Do not use the MS Word Header and Footer Function and do not include any institutional graphics or logos. References must be Harvard style, documents must be tidy, and not show any history of tracked changes or comments. If your paper includes graphics, please ensure these are of a high quality and please consider your final size. No changes in the paper title, abstract, authorship, and actual paper can be made after the submission deadline. Check that PDF File of your Paper prints correctly (i.e. all imported figures and tables are there), and ensure that the file is virus-free.

Length of full paper submission: 5000-10000 words and it should be submitted as a .doc, .docx or .rtf attachment by email to ofel@ciru.hr (see below for further details).

Keywords: *Keyword1, Keyword2, Keyword3,... (in Alphabetical order)*

Track: Please indicate for which track you are submitting your paper: Governance, Management or Entrepreneurship

Word count: Please indicate your final word count (e.g. 6.089)

1. Heading: Generally Introduction or Background

Papers accepted are published in the conference proceedings. We ask all authors to follow these guidelines in order to maintain a high standard of consistency. The date for final paper submission is *10 January, 2018*.

2. Paper Format

Length of full paper submission: *5000-10000 words*. The proceedings are produced on *A4 paper format*. The page margins are *2.54cm all round*. Margins should be Fully Justified for main text, but Left Aligned for titles and headings. If you are using a Mac, please be aware that these settings may be adjusted in unexpected ways. Papers should be submitted as a .doc, .docx or .rtf attachment.

3. Typeset text

Use normal capitalisation within the text and *do not use bold face* for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting for use of Acronyms. Please avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned.

3.1 Title and authors

In the paper title only, initial letters of all words of 4 or more letters should be capitalised. Multiple authors from the same institution should appear as detailed at the start of this document. Multiple authors from different institutions should appear as:

Andrew Nonymous¹, Second Author² and Third Author¹
1The department, faculty and name of institute, Town, Country
2The department, faculty and name of institute, Town, Country

Give first and last name, in that order. Do not use all caps. Email addresses should be given beneath, one per line and in the same order as the authors are listed.

All author details will be removed by us before the review process.

When editing the title page, please state the track you are submitting your paper for. You can choose between three tracks: *Governance*, *Management* and *Entrepreneurship*. Please, provide us with the information about the length of your paper, i.e. put down the word count.

3.1.1 Sub-sections (Style Heading 3)

You may use up to three levels of heading, as illustrated in this document.

Do not use any further levels of heading.

4. Figures and tables

You are invited to use figures and tables in your paper wherever they will help to illustrate your text.

The proceedings are delivered to conference participants in electronic format and therefore support colour figures.

4.1 Figures

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, rather than Fig or F.

If your paper includes graphics, please ensure these are of a high quality and please consider your final size. Check that PDF File of your Paper prints correctly (i.e. all imported figures and tables are there), since the papers in the proceedings will appear in a PDF paper format.

If you have complicated images, provide these as separate image files (edited to 300dpi) in either .gif or .jpg format as appropriate.

Linked diagrams, inserted from other packages, cause particular problems when typesetting. **PLEASE DO NOT DO THIS.** Instead create an image in a format as listed above and insert.

The figure below gives information about the placing of figures.

Pictures should be placed where you would like them to appear in the text. It may sometimes be necessary to move them to accommodate pagebreaks etc, but every effort will be made to keep them where you have placed them.

*All figures should be centred on the page.
 Figures should be referenced in the text preceding the figure and captioned immediately below the figure.*

Figure 1: This is how a figure should appear

Whilst every care is taken to ensure that figures are reproduced to a high standard, this does ultimately depend on them being supplied in the correct format.

4.2 Tables

Create tables using the table option of your word processing package. Do not use tabs and spaces. See the example below.

Table 1: A sample table Sample table for illustration purposes		
Heading text		Heading text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text

Tables should be set as "Autofit to contents" and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

5. Language, style and content

With regards to spelling and dialect, you are welcomed to use British English; Canadian, US etc are acceptable provided they are used consistently. Hyphenation is preferred.

To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style
- Try to avoid long or complex sentence structures
- Briefly explain all technical terms that may be unfamiliar to some readers
- Explain all acronyms at first use, i.e. Academy of Management (AoM)
- Explain all local references (e.g. not everyone is familiar with city names in a country)

We recommend that you have your paper proofread by a fluent (native) speaker as a poor standard of English may lead to your paper being returned.

5.1 Page numbers, headers and footers

Please do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be different when your paper is published. You can refer to section headings.

5.2 Acknowledgements

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper.

6. In conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. These guidelines should help to achieve that goal. By adhering to these guidelines, you help the conference organisers tremendously in ensuring impressive presentation of your paper and we thank you for your co-operation.

References

OFEL uses the author-date style of citation. *Citations in the text appear as name, date within parentheses, and listed alphabetically at the end of the paper.* When a cited work has four or more authors, the form (main author *et al.*, year) is to be used. Three or fewer authors should be written out at the first text citation and *et al.* used thereafter (italicize *et al.*, whenever used). When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Collins, 2005a, 2005b). If reference is made to more than one work by different author(s) identify each citation in the text in the following manner: (Adams, 1994; Bernstein, 1988, 1992; Celas, 2000a, 2000b). Online citations should end with the date of access. Please be sure that cited works that are chapters in a book or articles in a magazine include page numbers. *All references must have a corresponding citation in the text and vice versa.*

The references *must be listed in alphabetical order* and *must not be categorized* in books, book chapters, etc. The below listed examples are shown categorized only to assist you in correctly formatting your references.

Examples of correct referencing style:

Books:

Badaracco JL. 1991. *The Knowledge Link: How Firms Compete Through Strategic Alliances.* Harvard Business School Press: Boston, MA.

Bleeke J, Ernst D (eds). 1993. *Collaborating to Compete: Using Strategic Alliances and Acquisitions in the Global Marketplace.* John Wiley & Sons: New York.

Book Chapters:

Bowman EH, Singh H. 1990. Overview of corporate restructuring: trends and consequences. In *Corporate Restructuring*, Rock L, Rock RH (eds). McGraw-Hill: New York; 1–16.

Collis D. 1996. Organizational capability as a source of profit. In *Organizational Learning and Competitive Advantage*, Moingeon B, Edmondson A (eds). Sage: London, U.K.: 139-163.

Doctoral Dissertations:

Smith, M. H. 1980. A multidimensional approach to individual differences in empathy. Unpublished doctoral dissertation, University of Texas, Austin.

Journal Articles:

- Bagozzi R, Phillips L. 1982. Representing and testing organizational theories: a holistic construal. *Administrative Science Quarterly*, 27(3): 459-489.
- Grant, RM. 1996. Toward a knowledge-based theory of the firm. *Strategic Management Journal*, Winter Special Issue 17:109-122.
- Jensen M, Zajac EJ. 2004. Corporate elites and corporate strategy: how demographic preferences and structural position shape the scope of the firm. *Strategic Management Journal*, 25(6): 507–524.

Working Papers:

- Cohen MD, Nelson RR, Walsh JP. 2000. Protecting their intellectual assets: appropriability conditions and why U.S. manufacturing firms patent (or not). NBER working paper 7552, National Bureau of Economic Research, Cambridge, MA. Available at: <http://www.nber.org/papers/w7552>.
- Child J, Yan Y. 1999. Predicting the performance of international alliances: an investigation in China. Working paper, Chinese Management Centre, University of Hong Kong.

Papers Presented at Meetings:

- D'Eredita M, Misiolak N, Siow J. 2005. States of mind as stages of team development: making sense of strategies for building a virtual team. In *Proceedings of the 5th Annual Hawaii International Conference on Business*, Honolulu, HI. Available at: <http://www.hicbusiness.org>.
- Misiolak N. 2003. Knowledge management and the corporate university: insights from the knowledge-based view of the firm. Paper presented at the annual meeting of the Academy of Management, Seattle, WA.

Periodicals:

- BusinessWeek*. 2005. All that glitters. 16 October: 22–24.

Online Sources:

- Van Brundt J. 2001. The many facets of co-development. *Signals Magazine* 19 May: 1-6. <http://www.signalsmag.com/signalsmag.nsf> [6 June 2005].

Thank You

Your attention to the conventions described in this guide will be much appreciated, will increase the likelihood your submission will be favorably reviewed, and will make the work of everyone involved—you, the reviewers, the editors, and the readers—easier. All papers should be submitted as a .doc, .docx or .rtf attachment by email to ofel@ciru.hr until 10 January, 2018.