

GUIDE FOR AUTHORS
Manuscript Preparation for the
International Business and Economy Conference (IBEC)

This document provides instructions to authors concerning the format and style of manuscripts for IBEC.

Instructions

1. The type font should be **Times New Roman with the standard 12 pt font size.**
2. **Page Numbers:** Do **not include** page numbers.
3. **Please save documents in Microsoft Word (IBM preferred) file format, doc or docx.**
4. **Graphics** must be included in the document file.
5. **Document Size:** The document should be set up for an 8 ½" x 11" page size.
6. **Margins:** All paragraphs should begin flush with the left margin, not indented. Do not use the flush right or full justification option.
7. **Spacing:** Single space the body of the paper. Double space before and after first level headings, before and after second level headings, between paragraphs, before and after the words "Appendix" and "References," and between the last line of text and the first line of the footnotes.
8. **Title:** should be in FONT 18, all capital letters and centered at the top of the first page starting on the first line. If more than one line of title is required, single space between the lines. The **author(s) and affiliation(s)** should be centered, in Font 12 and single spaced, beginning on the second line below the title. Do not use professional titles. **Bold** both the title and author.

TITLE OF THE PAPER

Jane Smith, XYZ College
Paul Adams, ABC Inc.

9. **Abstract:** The word "Abstract" should be centered and treated as a major heading.
10. **Figures and Tables:** place as close as possible to the location where they are cited. Center the Label above the table or figure with a title describing the content centered on the next line.

TABLE 1
Incidence of Planned Purchase Fulfillment

11. **Footnotes:** should be numbered consecutively and placed at the bottom of the page which they appear. Footnotes should not be attached to equations. DO NOT use endnotes.
12. **Equations:** All equations should be placed on separate lines and numbered consecutively with the number placed within parentheses and aligned against the left margin as shown below.

$$A = f(X_1 + X_2 + \dots + X_n) \quad (1)$$

$$A = \sum_{i=1}^n B_i a_i \quad (2)$$

13. **Calling References:** placed in parentheses with last names(s) and year of publication.

Example: (Takada and Jain, 1991).

14. **Appendices:** if needed, should immediately follow the body of the paper and precede the references. The word "Appendix" should be centered at the top of the appendix.

15. **References (Bibliography):** include only those references cited in the text of the paper in alphabetical order by last name of first author but not last name first. Entitled "References," this section should appear at the end of the paper with the word "References" centered above the list.

Book reference form should be:

Albaum, G.S., J. Strandkov, E. Duerr, and L. Dowd, (1989) International Marketing and Export Management, Wokingham, England: Addison-Wesley.

Journal reference form should be:

Takada, H. and D. Jain, (1991) "Cross-National Analysis of Diffusion in Durable Goods in Pacific Rim Countries," Journal of Marketing, 55(2), 48-54.