
Style Guide for Submission to the International Management Development Association (IMDA) Proceedings

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In order for any paper to be included in the International Management Development Association Proceedings, it must meet the described guidelines. Papers that do not meet these guidelines will not be included for publication. This document provides examples of the required format to be used by authors when preparing their papers for publication in the IMDA Proceedings.

The IMDA Proceedings will be printed by photographic reproduction on fine, white paper, size 8.5” by 11”. You must use Microsoft Word 6.0 or higher (PC version). Please follow all instructions precisely; papers that deviate cannot be accepted. Note that the introduction has no heading.

Formatting Your Paper

Use this sample as a model of how your paper should look when it is submitted. Details are found under appropriate subheadings.

Length

Eight pages per article are the maximum that can be allowed without a page charge. One page prepared with the required 10-point type is approximately equivalent to 3 pages of double-spaced copy printed with 12-point type. Therefore, you should be able to accommodate a 24-page paper on eight pages. ***Authors desiring to submit more than eight pages for the IMDA Proceedings may purchase extra page rights (in full page increments) for \$50 per page.*** If your paper runs longer than the eight pages, you must include payment for additional page rights with your submission. Checks are payable to IMDA, and credit cards (Visa and Master only) can be used.

Settings

Margins should be set at 1.0” top, 1.0” bottom, and 0.75” right and left. Paper size should be set for 8.5” by 11”. Base font should be set to Times New Roman in a 10-point size. Set tab settings to 0.25”, so that the first line of a paragraph is indented by that amount. All text should be

full-justified. Set the body of your paper in a two column format with 0.30” spacing between columns.

Headings

Title In addition to the title heading, no paper should have more than three levels of headings within the body.

A full horizontal line, 1pt” thick, should be drawn at the top of the first page. One line is skipped, then the title should be printed in upper and lower case letters, 20 point type, and flush to the left margin. Titles that fill more than one line should be single-spaced, and each line is left-justified.

The author(s) and affiliation(s) should be flush-left, single-spaced, and typed beginning on the second line below the title as shown above. Use 12-point type. Do not use titles such as “Dr.” or “Professor.” Additional authors and affiliations should be stacked under the first with no space between. You should include only your institution’s name and country, as shown above.

Skip one line then place another full horizontal line of 1pt” thickness after all the authors and affiliations have been listed. This separates the headings from the text.

Sub-headings within the body First level sub-headings should be left-justified, boldface, in upper and lower case, and printed in 14-point type. (For example, see the “Formatting Your Paper” sub-heading in the left column.) Second level sub-headings should be left-justified, upper and lower case, in bold italics, and printed in 12-point type. (For example, see the “Headings” sub-heading above.) Third level sub-headings, if necessary, are indented, bold italics, upper case on the first word only, and no punctuation at the end. That paragraph begins right after the sub-heading. (For example, see the sub-heading of this paragraph.)

Abstract

All papers begin with an abstract of 100 words or less. The abstract should be single-spaced and italicized. Type size should be 10 point. Do not print a sub-heading over the abstract.

Body

The body of the paper should be single-spaced and should immediately follow the abstract. Use 10-point type for the body of the paper. Indent every paragraph.

Spacing

Single space the body of the paper. Double space before first or second level sub-headings (in other words, leave one blank line.) Sub-headings that take more than one line should be single-spaced. Single space between each listing in the reference section. Do not double space between paragraphs.

Figures and Tables

Figures and Table should appear within the body of the paper and should be numbered consecutively. They can be either one column wide (3.35" maximum) or two columns wide (7.0" maximum). The figure or table number and description should appear left-justified in boldface 10-point type at the top. See example below. Illustrations, symbols, or parts of a figure should be produced graphically if at all possible. If they cannot be printed, they should be carefully drawn with blank ink. If necessary, tables may be printed across two columns or sideways.

Table 1. Sample Characteristics

Description	Frequency	Percent
Age		
<20	92	34
20 to 30	120	45
>30	55	21
Education		
Grade School	29	11
High School	39	15
College	199	74

Citing References

The latest edition of the *Publication Manual of the American Psychological Association* (APA) is used for citations and for any other formatting questions not answered specifically in these guidelines.

Citations in the text should list the author's last name, comma, and publication date, all enclosed by parentheses, i.e., (Kang, Kara, Laskey, & Seaton, 1993). If the author's name is used in the sentence, there is no need to repeat the name in the citation; just use the year of publication in parentheses, i.e., the Howard and Sheth (1969) Model. If a particular page, section, or equation is cited, it should be placed in parentheses, i.e., (Kaynak, 1989, p. 168). Note

that an ampersand (&) is used with multiple authors *only* when they appear in parentheses.

The reference section, including all citations used, must be included in your paper. The word "References" should appear as a first-level heading. Entries must appear in alphabetical order, with an indent of 0.25". If several works are cited for any given author, write out the name of the author each time the name appears. Do not use a dash or line. The format to be used for journal articles, proceedings, and books is shown at the end of these instructions.

Appendices

Appendices, if used, should follow the references. The word "Appendix" should be at the top of each appendix as a first-level heading. If there is more than one appendix, number each consecutively.

Page Numbering

Do not insert any page numbers. It will be done by the Proceedings co-editors.

References

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Varaldo, R., & Pagano, A. (1998). Can small and medium enterprises survive in the global economy? In E. Kaynak, K. Becker, & O. Kucukemiroglu (Eds.), *Seventh World Business Congress* (pp. 1-8). Hummelstown, PA: International Management Development Association.

Lynch, T. (1996). *DS9 trials and tribble-ations review*. Retrieved October 8, 1997, from Psi Phi: Bradley's Science Fiction Club Web site: <http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>

American Psychological Association. (2003). Organization as Author.

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster. Unknown author.

Submission Requirements

Please submit an electronic copy as a Word attachment file by using Microsoft Word 6.0 or higher to **Dr. Talha Harcar** by **May 18th, 2012** at the latest If you have any questions about the style guidelines, contact Dr. Harcar at Penn State University at Beaver E-mail: tdh13@psu.edu Tel: (724) 773-3892 and Fax: (724) 773-3557.