

**<Title of abstract> Instructions for preparing the Extended Abstract
(Times New Roman, bold, 18 pt., single space, no capitalization)**

<2 lines spacing><Remove all blue instructions>

Name of Author1 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)

<1 line spacing>

Name of Author2 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)

<1 line spacing>

Name of Author3 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)

<4 lines spacing>

Summary Abstract (Times New Roman, bold, 15 pt., no numbering)

This document provides relevant instructions for preparing an Extended Abstract to be submitted to the 5th World P&OM Conference by June 20, 2016. Papers received after that date will not be included in the conference proceedings. The Summary Abstract should not exceed 100 words. An identical abstract should be typed separately or copy/pasted (the preferred method) into the Summary Abstract field of the final online submission form. (Text: Times New Roman, 12 pt., justified).

<1 line spacing>

Keywords: Keyword 1, Keyword 2, Keyword 3 (up to three (3) keywords)

<2 lines spacing>

General instructions (Section heading: Times New Roman, bold, 12 pt., no numbering)

Read these instructions in conjunction with the *Guidelines for Submitting an Abstract*. The abstract should be prepared using ISO A4 paper size (210 x 297 mm) using the **Times New Roman (12 pt., justified)** font according to the format described in this template. The authors are strongly urged to follow these instructions to facilitate the review process. The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be: top 3 cm, bottom 2 cm, left and right 3 cm each.

The overall length of the Extended Abstract, including illustrations, tables, and references, is limited to **5 pages**. *Papers exceeding this limit will be returned to their corresponding author.*

<1 line before subheading and section heading, no space after heading and subheading>

Other details (subheading: Times New Roman, italics, 12 pt., no numbering)

Pages should be numbered in the page footer (centered), including the first page, as is done here. Extended Abstracts should be organized in the following sequence:

- Title of the paper, name(s) of the author(s), affiliation(s)
- Summary Abstract
- Keywords
- Main subject text – *should have the following structure:*
 - **Purpose** (theoretical background, managerial problem and research questions, objectives and/or hypotheses)
 - **Design/methodology/approach** (describe how are the objectives achieved, the main data and data sources, methods of data collection, analysis and validation)
 - **Findings** (describe and discuss the achieved or expected results)
 - **Relevance/contribution** (achieved or expected contribution to the theory, research and practice)
- Acknowledgments (when applicable)
- References

Bulleted or numbered lists should have hanging indent by 0.5 cm. Avoid using more than two levels in the lists.

Following paragraphs indented 0.5 cm.

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, like shown in equation (1).

$$\sum_{i=1}^N x_i = \delta$$

Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be sharp and clear. Place figures and tables centered. Captions should be placed **below figures** and **above tables**. They are typed in Times New Roman 11, in italics, and centered. Leave one line before and after tables and figures (see examples below).

<1 line spacing before table>

Table 1 – Caption (Times New Roman, Italic, 11 pt., centered)

<1 line spacing after table>

<1 line spacing before figure>

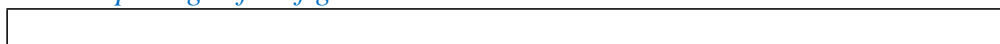


Figure 1 – Caption (Times New Roman, Italic, 11 pt., centered)

<1 line spacing after figure>

This is an example of main text, and is the last line of the section.

<1 line spacing>

Language

All Extended Abstracts must be written in good English. (Note that Spanish will not be accepted for the final submission). Please proof read your own submission carefully. Mistakes cannot be changed later.

Conclusion

The above has shown the main instructions for writing the text. All that is missing now are the instructions regarding references.

References to other publications should be in Harvard style, Times New Roman, 10 pt, left aligned, hanging indent 0,5 cm. They should contain full bibliographical details. Journal titles should not be abbreviated. References should be presented as follows. Within the text: Author's last name followed by a comma and the year of publication, all in round brackets; e.g., (Fox, 1994). When the number of authors is three or more, references in the text should be (Fox et al., 1995). At the end of the paper, list all references in alphabetical order. In the reference list all authors should be included.

References

A full reference list should be included

For books: Surname, Initials (Year of Publication), *Title*, Publisher, Place of Publication. Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

For chapters in edited books: Surname, Initials (Year), "Title", in Editor's Name, Initials (Ed.), *Title*, Publisher, Place, Pages.

Bessley, M. and Wilson, P. (1984), "Public policy and small firms in Britain," in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials (Year), "Title", *Journal Name*, Volume, Number, Pages.

Fox, S. (1994), "Empowerment as a catalyst for change: an example from the food industry", *Supply Chain Management*, Vol. 2, No. 3, pp. 29-33.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access.