**<Title>   
Instructions for preparing your full paper for   
the EurOMA Conference:  
(Times New Roman, bold, 18 pt, single space, no capitalization)**

<ATTENTION: remove all blue instructions in angle brackets!>

<2 lines spacing>

*Name of Author1 (add email within brackets if this is the corresponding author)   
(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)   
(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)*

*(Times New Roman, italics, 12 pt, centered)*

*Affiliation*

*(Times New Roman, italics, 12 pt, centered)*

<1 line spacing>

<4 lines spacing>

###### Abstract (Header: Times New Roman, bold, 15 pt, no numbering)

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This paper provides instructions to authors for preparing the full paper to be submitted to EurOMA 2016 Conference by Friday, **April 18, 2016**. *Papers received after the deadline date will not be included in the conference proceedings*. The **Abstract** paragraph (summarizing the full paper) should not exceed 100 words. An identical Abstract should be typed separately (or entered using copy/paste) in the Abstract field of the full paper submission e-form. (Text: Times New Roman, 12 pt, justified). This identical abstract will appear exactly as submitted via the form (i.e., including any punctuation, use of upper & lower case, etc.) in the published “EurOMA 2016 Book of Abstracts”.

<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)**

The paper should be prepared using ISO A4 paper size (210 x 297 mm) using Times New Roman (12 pt, justified) font according to the format described in this template. *Authors are strongly urged to follow these instructions to ensure the production of uniformly high-quality conference proceedings*. The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be as follows: top 3 cm, bottom 2 cm, left and right 3 cm each. The overall length of the paper, including all illustrations, tables, and references, is limited to **10 pages**. *Papers exceeding this limit will be returned to the* *corresponding author.*

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

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

Pages should be numbered in the page footer, including the first page, as demonstrated in this document. Papers should be organized in the following sequence:

* Title of the paper, name(s) of the author(s), affiliation(s)
* Abstract
* Keywords
* Main subject text
* Acknowledgments (if applicable)
* References

Bulleted or numbered lists should have a hanging indent of 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, as shown below.

<1 line spacing before equation>

Equation (1):

*N*

Σ *xi = δ*

*i=1*

<1 line spacing after equation>

Figures and tables must be included in the main text and be individually numbered and captioned. Illustrations should be sharp and clear.

The placement of figures, tables, and illustrations should be aligned as centered within the document.

Captions should be placed **below figures** and **above tables**. These are to be 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)*

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<1 line spacing after table>

<1 line spacing before figure>

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*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 this section.

<1 line spacing>

**Language**

Full papers must be written in good English! Please ensure that your paper has been carefully proofread prior to submitting / uploading it to the EurOMA 2016 conference.

*Once the final version of the full paper PDF has been submitted,* ***the document cannot be corrected or changed later*** *–* ***absolutely no exceptions!!!***

**Conclusion**

The above text summarizes and descriptively demonstrates the main instructions for writing and preparing the full paper. All that is missing now are guidelines 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 follow this example (Fox et al., 1995).

At the end of the full paper, list all references in alphabetical order, using the formats described below. All authors should be included in the reference list. *A complete list of references should be included (within the 10 page limit allowed for the full paper).*

**References**

For books: Surname, Initials (Year of Publication), *Title*, Publisher, Place of Publication.

Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London. (Times New Roman, 10 pt, left aligned, hanging indent 0.5 cm).

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: and 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.