Instructions for preparing a full paper for the IPSERA 2020 Conference

(Times New Roman, bold, 12 pt, single space, no capitalization, up to 40 characters including spaces)

Subtitle (if applicable)

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)

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)

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)

Summary

The aim of this document is to support the authors in formatting final papers for the IPSERA 2020. In order to make the Proceedings as uniform as possible, we ask that the following instructions be adherent to as closely as possible. The **Summary** paragraph outlining the aims, scope and conclusions of the paper; acknowledgements (if any) <u>should not exceed 100 words</u>.

Keywords or phrases: (maximum of 3 words in total)

Submission category: Competitive paper, working paper, practitioner paper

Main body of text (Section heading: Times New Roman, bold, 12 pt, no numbering)
Paper length (subheading: Times New Roman, italics, 12 pt, no numbering)
Including all references, figures, tables, etc. (max):
- Working paper (final paper): 10 pages
- Competitive paper (final paper): 15 pages
- Practitioner paper (final paper): 5 pages

General instructions
The paper should be prepared using ISO A4 paper size (210 x 297 mm) using Times New Roman (12 pt, justified) font across the whole document 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 2.5 cm, bottom 2.5 cm, left and right 2.5 cm each.

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)
- Summary
- 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.

Equation (1):
$$\sum_{i=1}^{N} x_i = \delta$$

Figures and tables must be included in the main text and be individually numbered and captioned. Text in the tables should be typed in Times New Roman 12. Illustrations should be sharp and clear.
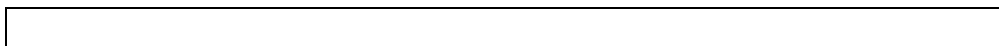
The placement of figures, tables, and illustrations should be aligned as centered within the document.

Captions should be placed **below figures** and **above tables**. These are to be typed in Times New Roman 12, in italics, and centered.

Leave one line before and after tables and figures (see examples below).

Table 1 – Caption (Times New Roman, Italic, 12 pt, centered)

Figure 1 – Caption (Times New Roman, Italic, 12 pt, centered)

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

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 IPSERA 2019 conference.
*Once the final version of the full paper has been submitted, **the document cannot be corrected or changed later**.*

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.

Citations in the text
- Citations it the text should be indicated in the following way: (Author1 and Author2, Year). Example: (Yin, 2003) or (White and Poynter, 1990).
- For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Example: (Harland et al., 2005).
- Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Van Raaij et al., 2007; Yin, 2003).

Reference list
- Reference to a journal publication: Harland, C., Knight, L., Lamming, R., Walker, H., 2005. Outsourcing: Assessing the risks and benefits for organisations, sectors and nations. International Journal of Operations & Production Management 25 (9), 831-850.
- Reference to a book: Yin, R.K., 2003. Case Study Research: Design and Methods. Third ed. Sage, Thousand Oaks, CA.
- Reference to a chapter in an edited book: White, R.E., Poynter, A.T., 1990. Organizing for world-wide advantage. In: Bartlett, C.A., Doz, Y., Hedlund, G. (Eds.). Managing the Global Firm. Routledge, New York, NY, pp. 95–113.
- Reference to conference proceedings: Van Raaij, E.M., Brandon-Jones, A., Reunis, M.R.B., 2007. The impact of e-procurement quality factors on user acceptance of e-procurement systems. Proceedings of the 16th IPSERA Conference, 1–4 April 2007, Bath UK.
- References should be arranged alphabetically by first author name. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication, example: (Harland et al., 2005a).

The text should be organized under appropriate section headings, which, ideally, should not be more than 600 words apart. All measurements should be given in metric (SI) units.

References
Author A., ..., Author N., Year. Book title. Publisher, City.
Author A., ..., Author N., Year. Title of article. Journal, Vol. (No.), pp.
Author A., ..., Author N., Year. Title of contribution, in: Editor E., Editor E. (Eds.), Book title. Publisher, City, pp.
Author A., Year. Title of Paper, Conference proceedings, Date of the Conference, City.