**ASB 2023 Conference Style Guide**

**General Submission Details:**

All submissions should be sent by email to the relevant track chair. Submissions should be attached to the email in .doc or .docx (word) format. In your email, please ensure you declare your submission type. (Full paper, work-in-progress, or symposium/workshop.) If you do not wish for your full paper to be considered for inclusion in the conference proceedings, please advise your track chair of this when submitting. Please note that if the full text of a paper is included in the ASB proceedings, authors retain the right to use and publish the manuscript; however, some journals may have conflicting policies regarding proceedings. We recommend authors do their due diligence if they have any concerns about this. Finally, our conference theme is ‘Connecting’. We encourage submissions that engage with the theme, but are excited for submissions across all topics and business discipline areas.

**Student Submissions:**

ASB is a friendly and developmental conference that is very supportive of student involvement. We strongly encourage students to submit to the conference! Whether the paper is solely written by a student or students, or if it is co-authored with a faculty member, student submissions will go to the relevant track chair. For example, if the submission falls within the field of organizational behaviour (OB), the submission would be sent to the OB chair. Be sure to indicate any student authorship in the submission, using square brackets next to the student’s name.

**Originality:**

Submissions should be original scholarly or practitioner work that has not been previously published or presented. We trust authors to use their judgement here; for example, if you presented a work-in-progress at a prior ASB or another conference, have now completed the full paper and want to present it at ASB for the first time as a full paper, that’s fine. Similarly, if you presented a paper at a prior ASB or another previous conference but have made significant changes (50 percent or more) to the manuscript, you may submit the new version for presentation.

**Submission Types:**

***Full Papers***

* Full papers should be no more than 7,000 words, excluding references.
* Full papers will be considered for inclusion in the proceedings. The decision whether a paper meets the required standards to be included in the proceedings will be made based on reviewer feedback.
* Full papers will be accepted for presentation and proceedings; or, accepted for presentation only.
* If you do not want your paper to be considered for the proceedings, please indicate this in your submission to your track chair.
* Abstracts of all full papers accepted will be included in the proceedings.

***Work-in-Progress***

* Work-in-progress submissions should be at least 1,200-1,500 words, excluding references. They should not exceed approximately 3,000 words, excluding references.
* Work-in-progress submissions will be accepted for presentation only.
* Abstracts of all work-in-progress submissions accepted will be included in the proceedings.

***Workshop or Symposium Proposal***

* Workshop/Symposium Proposals should be no more than 1,200 words, excluding any references.
* A workshop proposal generally refers to a session that engages participants in hands-on learning and/or discussion of some kind.
* A symposium proposal generally refers to a session that features a speaker or speaker(s), such as a panel, and engages attendees through presentation, question and answer, and/or discussion.
* If you are unsure if your proposal is a workshop or symposium, you can submit as either, or check with your track chair.

**Formatting Your Submission:**

A sample submission has been provided to assist you with formatting your submission. Basic details are provided below, but you are encouraged to consult the sample paper for full details. If you do not abide by the formatting instructions, your submission will be returned to you for formatting before the review process begins.

* All submissions should be Times New Roman, size 11 font.
* All submissions should be single-spaced.
* All submissions should use 1-inch margins all around
* All submissions should have justified body text, with one line between paragraphs (no tabbed paragraphs)
* All submissions should use the following heading hierarchy:
	+ **Main Headings –** bold, centered, title case
	+ **Second-Level Headings –** bold, left aligned, title case
	+ ***Third-Level Headings –*** *bold, italicized, 0.5’ tab, title case*
	+ *Fourth-level headings – italicized, 0.5” tab, no title case*
* All submissions should use APA 7th edition conventions for in-text citations
* All submissions should use APA 7th edition conventions for the format of references; however, references will be single spaced instead of double-spaced.
* There are no title pages. Instead, the first page of all submissions will include the author names and affiliations (right-aligned), the title of the paper in bold and all caps (centered) and an abstract of no more than 120 words (centered, justified, with 1-inch indents on left and right). The submission text begins on the same page, following the abstract.
* Page numbers, headers and/or running heads are not required and should not be used.

***Please consult the sample paper to ensure you are following all of the required formatting!***

The sample paper document can be used as a template for your submission, and contains many additional, useful details for formatting your submission. Questions about formatting can be directed to ellen.shaffner@msvu.ca, asb2023conference@gmail.com, or to your relevant track chair.