Paper Title (Times 14 bold)

Name of Author 1 (Times 12 bold, centered)
Affiliation, country (Times, italics, 12, centered)
(email of author azds@fre.esr) (Times 12, centered)

Name of Author 2 (Times 12 bold, centered)
Affiliation, country (Times, italics, 12, centered)
(email of author azds@fre.esr) (Times 12, centered)

etc. if more than 2 authors

Abstract (Times 12, italics, justified left and right)
Authors must supply a structured abstract set out under the following sub-headings (maximum is 250 words in total):

◦Purpose (mandatory)
◦Design/methodology/approach (mandatory)
◦Findings (mandatory)
◦Practical implications (if applicable)

Key words: (maximum 5)
All submission should be uploaded as word.doc files

When you submit, make sure you have the required information for every co-author on the paper at your disposal. All authors’ names will be published in conference proceedings exactly as you have indicated when you submitted your paper. No changes can be made after the submission deadline.

Empirical papers must state the objectives of the research, the research method, major results, implications and key references. Conceptual papers are considered, but will be evaluated by strict criteria for conceptual contribution.

All papers are limited to eight (8) pages (everything included: the cover / title page, references and tables and figures).

Papers should be:
- Single spaced and left justified throughout
- Times New Roman 12-point font (except for the title, which should be Times New Roman 14-point font)
- A4 size page formatting
- 2.5cm margins at all sides (top, bottom, left, right)

1. HEADINGS 1, TIMES 12 BOLD, CAPITALS

Sonoma State University

1.1. Sub-heading 1, Times 12 bold

University University University

1.1.1. Sub-Sub-heading 1, Times 12 bold italics

Sonoma State University

Tables and figures should have a title, and should be referenced in the body of the text. They should be located at the right place in the paper. Tables should not be submitted as graphic elements.

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Adams, 2006) using the first author's name or (Adams and Brown, 2006) citing both names of two, or (Adams et al., 2006), when there are three or more authors.

At the end of the paper a reference list in alphabetical order should be supplied:
- **For books**: Surname, Initials (year), Title of Book, Publisher, Place of publication. e.g. Harrow, R. (2005), No Place to Hide, Simon & Schuster, New York, NY.
• For published conference proceedings: Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, Page numbers.


• For working papers: Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.

• For newspaper articles (authored): Surname, Initials (year), "Article title", Newspaper, date, pages.


• For electronic sources: if available online the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.