

Notes for contributors

Submission of papers

Submission of manuscript implies that it contains original unpublished work and is not submitted for publication elsewhere.

Authors should submit their papers by e-mail to the following e-mail address: ictim2017@126.com

The name of the file must comprise **the name of the first author**:

Dow_JaneP.doc for paper

Formatting Requirements

Abstract should not exceed 200 words.

Paper length

Papers should not exceed **20 pages**.

Software

All papers have to be written in DOC/DOCX format using Microsoft Office Word 2003/2010/2013/2016 for Windows or a compatible version of Word for Windows.

Page formatting

1. Page Setup

Margins

- Top: 2.5 cm
- Bottom: 2.5 cm
- Left: 2.5 cm
- Right: 2.5 cm

Orientation: Portrait

Paper Size: A4

2. Format

Font

- Font: Times New Roman
- Font Style: Regular
- Font Size: 12 pt.

Paragraph

- Alignment: Justified
- Line Spacing: Single

Do not insert page numbers and do not indent paragraphs.

Guidelines for the PAPER

The title of the paper should be centered and typed with **BOLD CAPITAL LETTERS** using Times New Roman **14 points**. Use one blank line between the title and the names of the authors.

The names of the authors (first name and surname) should be written with **Regular small letters**. The names of the organizations they represent are given in the next line. Scientific ranks, titles and personal addresses are not included.

Abstract should not exceed 200 words. Use single-line spacing. An extra line should be inserted before keywords

Keywords (up to 4). Use one blank line between the keywords and **JEL code**.

The body text begins after a blank line. Use single-line spacing. Do not indent paragraphs. An extra line should be inserted between paragraphs.

Headings in the text are aligned left and should be written with **Bold regular letters**. One blank line around headings.

Figures. Place the word *Figure* and the figure number under the figure. The title of the figure goes next to the number in sentence case.

Tables. Place the word *Table* and the table number above the table. The title of the table goes next to the number. The numbers and the text inside are written with Times New Roman, **font size 10 points**.

Formulas are created with the Microsoft Word editor or built in as objects if created with other software.

References

Quoted literature and other sources (References) are listed at the end of the body text. The general formatting requirements for the manuscript apply. Quoted sources are not numbered; they are listed alphabetically following the Harvard Style of Referencing.

References to publications should be as follows: “Jones (1992) suggests that ...” or “This problem was noted earlier (see Smith, 1990; Black and Cook, 1990; Brown *et al.*, 1983)” or “There are 128 companies using this accounting method (Green, 1995, p. 38)”.

The Harvard system for referencing should be used, meaning that it is used the name of the author and the date of publication as a key to the full bibliographical details which are set out in the references. Submissions should include a reference list whose format conforms to the following examples.

Example of a book presentation

Kaplan, R. S & Norton, D. P. (2001) *The Strategy-Focused Organization: How Balanced Scorecard*

Companies Thrive in the New Business Environment, Boston: Harvard Business School Press

Example of an article presentation

Kaplan, R. S & Norton, D. P. (2004) „How the strategy maps frame an organization’s objectives”, *Financial Executive*, vol. 20, no. 2. 40–45

Example of a document consulted on the Internet

Kellen, V. (2003) „Business performance measurement – at the crossroads of strategy, decision-making, learning and information visualization”, available on-line at www.kellen.net/bpm.htm (the date of the consultation)

Example of the paper

TITLE OF THE PAPER (BOLD CAPITAL LETTERS 14 POINTS)

First Author’s Name (12 points)

Affiliation

Second Author’s Name

Affiliation

Abstract

Enter abstract (up to 200 words)

Keywords (up to 4)

JEL code: available on: <https://www.aeaweb.org/jel/guide/jel.php>.

Please provide no more than three codes and use 3-digit code)

Enter the body text here.

References