**IACCM-IÉSEG 2019 Congress: Author Guidelines for Congress Publication**

If you wish to have your paper considered for publication in the IACCM-IÉSEG 2019 online congress proceedings, we kindly ask you to upload your full paper until **1st of October 2019** to ConfTool https://www.conftool.com/iaccm2019. The contribution for the congress proceedings should not exceed **5.000 words text** (not counting abstract, keywords, references and tables). Any further questions, please do not hesitate to contact: bcovarrubiasvenegas@gmail.com

Practitioner contributions should have a minimum length of 3.000 words text.

All contributions need to be made in **English**. We accept spelling according to different Englishes (UK, US, etc) but ask authors to ensure the consistency of spelling in their submission. Please, do NOT put page numbers on your document. We will add appropriate page numbers for publication in the IACCM-IÉSEG 2019 Congress Publication.

Submissions may be formatted in single spacing in Arial size 12 font. The text of the article should include the following:

* **Title**: as short as possible, with no abbreviations or acronyms.
* **Abstract**: approximately 100 words.
* **Keywords**: approximately 5-8 keywords.
* **Author** Name, Author Affiliation, Country
* **Biographical notes**\*: approximately 100 words per author, maximum 150
* **Text**
* **References**

**We suggest the following structure for your submission**

* Introduction (Contextual information and objective of the paper)
* Review (Conceptual definitions and summary of prior work in the area, for ACADEMIC submissions mandatory)
* Method (Ways in which data was collected and analysed)
* Results (Findings derived from the analysis)
* Discussion (How the results provide a new perspective on the concepts)
* References

**References and Notes**

Please use the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the article. For example "Hamel (2000) suggests ..." or "Nonaka and Takeuchi (1995) found that ..." or "A study of economic change (Nelson and Winter, 1982) has shown that ..."

It is imperative to ensure that all works cited in the text are included in the References section.

Footnotes should be avoided, but any short, succinct notes making a specific point may be placed in number order following the alphabetical list of references.

References should be made only to works that are published, accepted for publication (not merely "submitted"), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.

Full reference should include all authors" names and initials, date of publication, title of article, title of publication (italics), volume and issue number (of a journal), publisher and form (books, conference proceedings) and page numbers.

Find [examples of how to reference materials here (PDF)](https://www.inderscience.com/www/dl.php?filename=refguide.pdf).

**Figures & Tables**

Figures should ideally be black and white, not colour, and numbered sequentially. However, if colour is essential to the figure please send a good quality colour image. Please place them interspersed in text, not at the end of the article. Same applies for tables.

*You find a word template on the next page, which you can use for your final submission, please do not change the formatting, just copy your text in and keep the source formatting! Thanks for your cooperation!*

Title of the paper

Author(s) Name(s)

Author Affiliation(s), Country

Abstract

The abstract is to be in fully justified italicized text, at the top as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Calibri, boldface type, centred relative to the column, initially capitalized. The abstract is to be in 12-point, single-spaced type, and up to 150 words in length. Leave two blank lines after the abstract.

Keywords:

**Dr. Barbara Covarrubias Venegas** is a senior researcher at a university in Vienna/Austria and Visiting Professor at the University of Valencia/Spain. Barbara’s research and training focus includes Cross Cultural Management, New Ways of Working, Flexible Organizations, Organizational Culture and Digital Leadership. Her PhD research was conducted on Age and Gender Diversity in the Austrian Banking industry. Barbara teaches at various universities in Austria and abroad (Czech Republic, France, Lithuania, Spain, Azerbaijan…) and is also project leader for Vienna Global Leaders and different leadership programs.

**Introduction**

Here goes the text.

**Review (for academic contributions)**

Here goes the text.

**Method**

Here goes the text.

**Results**

Here goes the text.

**Discussion**

Here goes the text.

**References**

Here goes the text.