

Style Guidelines and Submission Requirements

Please review all guidelines and revise your manuscript as needed to comply with CBEC proceedings style guidelines and submission requirements. Ignoring these requirements may lead to significant delays, as they cause reviewers, editors, and staff to take on additional work to complete the processing of your manuscript. In some cases, the Editor may return the manuscript for editing before considering the manuscript as an official submission to CBEC proceedings.

Submission Format

All manuscripts must be submitted electronically through the E-mail to Editorijbe@yahoo.com

While CBEC proceedings will consider exceptions, submitted manuscripts should be no more than 30 double-spaced pages excluding references, appendixes, tables, and figures. If a manuscript extends beyond the recommended page limit, the Editor may reject the manuscript based on lack of fit with the Conference's objectives.

All manuscripts should be double-spaced in 12-point Times New Roman font with consecutively numbered pages. Page numbers should be continued through the manuscript, including for pages of references, appendixes, tables, and figures. Allow margins of one inch on all four sides of every page.

Abstract

The abstract, which may be composed of up to 250 words, must clearly and succinctly convey the manuscript's subject matter, significance and contribution.

In the submission process, the Corresponding Author will be expected to type the abstract, or to cut and paste it from a Word document, into a form.

The Abstract should also be included in the Main Body of the Manuscript.

Title Page

In addition to the title of the manuscript, the title page must include the authors' names, affiliations, and phone numbers. Acknowledgements should appear at the bottom of the title page.

Main Body of the Manuscript

The manuscript's main body should include title, abstract, and the text of the manuscript, followed by references, appendixes, tables, and figures. The first page of the main body should include the title in boldface capital-and-lower-case letters followed by an abstract of no more than 250 words.

Major or first-level headings should appear in boldface capital letters throughout the manuscript with four to six major headings for most manuscripts. Most manuscripts begin with an ABSTRACT major heading following by an INTRODUCTION heading. Second-level headings should be typed in boldface capital-and-lower-case letters. Third-level headings should be in boldface italic letters beginning with the first word capitalized and the remaining words in lower-case letters. All headings are to be left-justified.

Mathematical Notation

All equations should be set on separate lines, centered, and numbered consecutively in parentheses that appear flush with the right margin of the page.

Tables and Figures

Tables and Figures should clarify and supplement the text, and not duplicate what is already stated in words.

Tables should be used when data can be presented more economically in this form than in narrative form. Visual representations of the manuscript's concepts should be labeled as Figures.

Tables and Figures should be consecutively numbered in Arabic numerals from the beginning to the end of the article and should appear on separate pages from the text.

Table and Figure notations appear with boldface type for the word Table or Figure and the Table or Figure number, followed by a colon. The Table or Figure title should be in regular type with the first word capitalized and the remaining words in lower-case letters. The Table or Figure number and Table or Figure title should be left-justified on the page as in the following example:

Table 1: Measurement items

Footnotes or End Notes

Footnotes or End Notes should be inserted in the end of the manuscript.

Reference Citations

All references in the body of the text should be in the format of Name (Date). The date should be represented by the year of the publication. Name refers to the last name. In the case of multiple citations, please place them in alphabetical order and utilize an ampersand between them. Multiple references to work by one author or a group of authors with the same year of publication should be differentiated with the addition of small letters (a, b, etc.) after the year.

Reference List Style

Authors are responsible for the accuracy of their reference lists. Be sure you have a complete reference for each citation, and a citation for each reference.

The reference styles should follow these CBEC proceedings style guidelines:

References should be listed at the end of the manuscript alphabetically by the last name of the first author. If there is no indication of an individual author, use the editor, corporate author, or periodical name.

Example: Bollen, K. A. (1989). Structural equations with latent variables. New York, NY: Wiley.

If multiple authors, list authors alphabetically and separate by a comma and an ampersand (&):

First author's last name, first initial. middle initial., & Second author's last name, Second author's first initial. middle initial. (year). Book title. City, State of publication: Publisher.

Example: Brown, C. V., & Sambamurthy, V. (1999). Repositioning the IT organization to facilitate business transformation. Cincinnati, OH: Pinnaflex Press.

If a later edition:

Author's last name, first initial. middle initial. (year), Book title (edition number). City, State of publication: Publisher.

Example: Nunnally, J. C. (1978). Psychometric theory (2nd ed.). New York, NY: McGraw-Hill.

Chapters in Books

Chapter author's last name, first initial. middle initial. (year), Chapter title. In book editor's first initial. last name, (Ed.), Book title. City of publication: Publisher, pages x-y.

Example: Winter, S. (1987). Knowledge and competence as strategic assets. In D. J. Teece (Ed.), The competitive challenge: Strategies for industrial innovation and renewal. Cambridge, MA: Ballinger, 159-184

Periodical Entries

Author's last name, first initial. middle initial (year). Article title, Periodical Title, Arabic Volume Number x (Arabic Issue Number y), pages x-y.

Example: Barney, J. B. (1991). Firm resources and sustained competitive advantage. *Journal of Management*, 17(1), 99-120.

Unpublished Papers, Dissertations, and Presented Paper Entries

Author's last name, first initial. middle initial. (year), Title of paper / dissertation / presented paper entry. Definition of type (e.g., doctoral dissertation), affiliation (e.g., Arizona State University, City, State/Country).

Example: Zitzler, E. (1999). Evolutionary algorithms for multiobjective optimization: Methods and applications. Doctoral dissertation, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland.

Proceedings, Published Reports, Monographs, and Specific Editions

Author's last name, first initial. Middle initial. (year). Proceeding/Report/Monograph title. Proceedings of the Conference Name, City, State: Publisher. pages x-y.

Example: Schaffer, J. D. (1985). Multiple objective optimization with vector evaluated genetic algorithms. Proceedings of the First International Conference on Genetic Algorithms. Hillsdale, NJ: Lawrence Erlbaum Associates. 93-100.

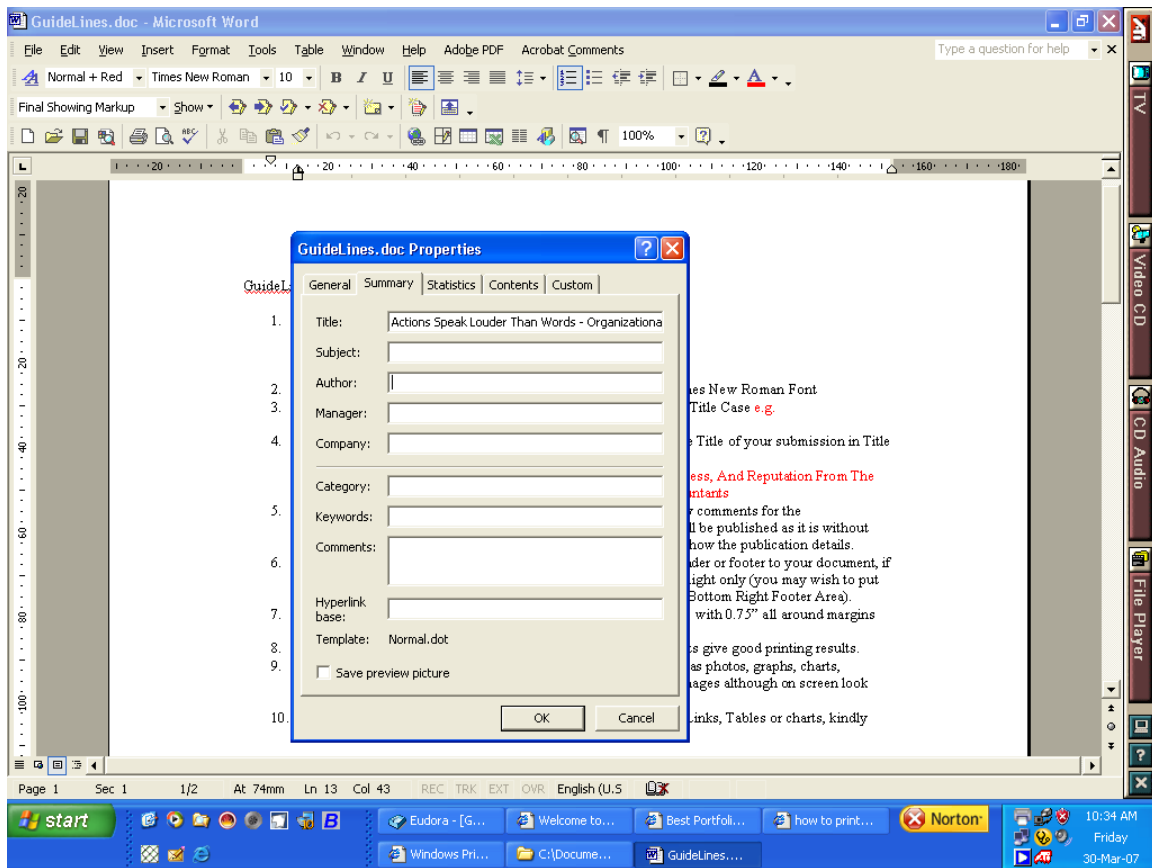
Websites and URLs

Author's last name, first initial. middle initial. (year). Title of reference, accessed month, day, year, [available at Insert URL here].

Example: Bitpipe (2004). Readership and usage of white papers by corporate and IT management, accessed July 14, 2004, [available at http://itresearch.forbes.com/detail/RES/1079371988_689.html&src=FEATURE_SPOTLIGHT].

Additional Guidelines:

1. Please clearly mention in the subject line that the submission is for:
 - a. Proceedings CD
2. All the submissions should be in WORD Format using Times New Roman Font
3. The File should be saved as “**Names Of All The Authors.doc**” in Title Case e.g. **Michael K. McCuddy, Karl E. Reichardt, David L. Schroeder.doc**
4. Under the File—Properties—Summary Menu, please mention the Title of your submission in Title Case e.g. **Actions Speak Louder Than Words - Organizational Ethics, Success, And Reputation From The Perspective Of Members Of The Institute Of Management Accountants**



5. The file/document should be duly formatted without showing any comments for the editor/publisher or Markup for your own reference as the file shall be published as it is without any editing, only header and footer will be added to your file to show the publication details.
6. As we add header and footer ourselves, please do not put any header or footer to your document, if its absolutely necessary for you then please put it at the Bottom Right only (you may wish to put authors names or the title on each page, if so please put it on the Bottom Right Footer Area).
7. All the documents should be properly formatted using Letter Size with 1" all around margins i.e. 1" left, 1" right, 1" top & 1" bottom margin.
8. Please try to avoid use of colors in the documents B/W documents give good printing results.
9. Whenever Graphics are inserted anywhere in the document such as photos, graphs, charts, formulas etc, these should be high resolution as low resolution images although on screen look good but become blurred while printing.
10. Please do not send separate files for Title page, Abstract, Paper, Links, Tables or charts, kindly combine all these in one document and send one file only.