

## **Social Business – Business as if People Mattered, 11-12 June 2015, Anadolu University, Turkey Submission Guidelines**

The Conference Committee invites submission of competitive and working papers for the 2015 Conference. All papers must be submitted by email to [sbconference@westburn.co.uk](mailto:sbconference@westburn.co.uk) before the deadline of **midnight GMT on 1 March 2015**

### **General Guidelines**

- All papers, title pages and reference pages must be submitted by email as Word documents
- Submissions should be typed single-spaced on Letter size paper, with normal margins (2.5cm). The title should be 14 point Times New Roman, and all text should be 12 point Times New Roman font. Headings should be indicated by bold text.
- All papers should have a separate title page including: title, authors' names, affiliations and addresses and the name, address, email address, and telephone number of the author to whom all correspondence concerning the article should be sent. Author(s) should not be identified on any other pages in the document.
- The second page should contain the title and abstract only. Abstracts should state briefly and clearly the purpose, method, results and conclusions of the work, and should be less than 200 words in length
- Figures and tables may be included within the body of the text
- Footnotes must be at the bottom of the page, kept to a minimum and numbered consecutively throughout the text
- Appendices should only be included if absolutely necessary. Appendices are additional to the 3 / 5-page paper count and should begin on a new page
- References must be presented in APA (American Psychological Association) Style. You can find detailed guidelines about exactly how references should be presented from the Social Business guidelines at <http://www.westburn-publishers.com/sb-guidelines/>
- Reference pages are additional to the 3/5-page paper count and should begin on a new page.
- Please ensure that there are no tracked changes, comments, hidden text or macros in the document.
- Please ensure that the files are not saved as read only and virus-check all files before submitting them.

### **Competitive Papers**

These must be:

- original
- a maximum of 5 pages excluding title page, abstract page, appendices and references. (Papers may contain tables and figures)

### **Working Papers**

These must be:

- original
- a maximum of 3 pages excluding title page, abstract page, appendices and references. (Papers may contain tables and figures)

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### **Review Information for Authors of Competitive and Working Papers**

Reviewers will rate your paper according to the following criteria:

- |                                |                  |
|--------------------------------|------------------|
| 1. Originality                 | 7. Data          |
| 2. Contribution / Significance | 8. Analysis      |
| 3. Presentation                | 9. Discussion    |
| 4. Scholarship                 | 10. Implications |
| 5. Conceptualisation           | 11. Conclusions  |
| 6. Methodology                 |                  |

Specific feedback for the author(s) will be provided.

The most outstanding Competitive Papers will be considered as potential submissions for ***Social Business***.

### **Terms and Conditions**

Authors agree to abide by the following terms and conditions associated with submitting a paper for The Social Business 2015 Conference:

1. The deadline for submission of papers is 1 March 2015. All papers will be independently reviewed.
2. The language of the Social Business 2015 Conference is English.
3. All papers submitted should follow the submission guidelines provided.
4. The Organising Committee will only correspond with the author who submitted the paper.
5. The decision of the Social Business 2015 Conference Chair in relation to the acceptance of the papers is final.
6. Authors will be notified of acceptance, rejection and/or suggested modifications as soon as the review process has been completed. Authors should act on feedback and comments provided by The Social Business 2015 Conference reviewers in order to ensure high quality conference proceedings.
7. By submitting a paper to be reviewed, the author(s) are indicating that at least one of the authors will attend the conference and present the paper. Any papers not presented by an author/co-author will not be published in the Conference Proceedings.
8. All attendant presenters must register for the Social Business 2015 Conference and pay the registration fee by the required date, or their paper will be withdrawn.
9. Successfully refereed papers will be published in the Social Business 2015 Conference Proceedings.

### **By submitting your paper (Contribution) to the Social Business 2015 Conference:**

You warrant that the Contribution will be original, will not violate or infringe any existing copyright or other right (of whatever nature) of any third party; will contain nothing obscene, blasphemous, defamatory, misleading or otherwise unlawful; and will contain no factual statements which are not true or based upon generally accepted research practices; and you further warrant that you have full power to enter into this Agreement. If the Contribution does not conform to the warranties set out in this paragraph, you will indemnify The Social Business 2015 Conference and Anadolu University against any claims, loss, injury, damage or costs (including legal costs) that arise as a result of your breach of warranty.

You will be responsible (at your expense) for obtaining permission for the inclusion in the Contribution of any third party copyright material.

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