

# SAMPLE PAPER FOR AN IGBR JOURNAL OR PROCEEDINGS PUBLICATION

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## ABSTRACT

*Each paper must start off with an abstract (with the exception of case studies). The abstract should be approximately 500 words and summarize the topic and findings of the paper. It should also be italicized and be formatted in the same manner of the rest of the document (see instructions below).*

*When you complete your manuscript, we will ask you to submit the “camera ready” manuscript as a MS Word file (.doc or .docx). Please work with us to make the document look great! Follow these directions carefully, and the result will be a highly professional appearance.*

## INTRODUCTION

The following sections of this document will give you some insight into how you can use this document as a template to create a nice looking paper. However, you do not need use this file as a template if you are mindful in how you format your own document. The aim is to make your document look “**camera ready**” so that we do not need to make any modifications. For your convenience a summary of the key elements is as follows.

- The page size for the document should be set to 8.5 by 11 inches.
- The margins should be set at one inch all around.
- The document must be single spaced.
- Turn on Widow/Orphan control and avoid headings to break over a page.
- Do not use headers or footers.
- The font used should be Times New Roman, 12 point (with the size exceptions mentioned below for quotes, tables, and references).
- The document must use full justification throughout (with the excepting of the headings that need to be centered).
- Each paragraph should begin with a left tab or first line indent of one half inch (typically the default tab option).
- There should not be any extra blank lines between paragraphs unless there is a section of text that needs to stand out from the other paragraphs.
- Title of the paper must be in ALL CAPITAL LETTERS, bolded, centered and in 18 point font.
- The Author’s names and affiliations should be in 14 point font, bolded and centered. Please do not use honorifics for author names (i.e. PhD, Dr., etc.)
- Main Headings in the document should be in ALL CAPITAL LETTERS, bolded and centered in the default 12 point font. Subheadings should be in Initial Capital Letters, bolded and left justified. Pay attention not to orphan a heading from the

text that follows at the bottom of a page. More information on headings can be found in the sections below.

- If the paper contains hypotheses, lists, formulae, tables, figures, footnotes, etc., please read those sections below for more information.
- References should be APA style in 10 point font, single spaced between references, with hanging indents.

The important thing is to make your document look consistent with this document before it is submitted for publication.

## FORMULAE

Below we have inserted some meaningless formulae just to serve as an example. In this example we offset the equation by one half inch, then set a left tab on the ruler bar at the margin to handle the display of the equation number. You change the type of tab on the ruler bar by clicking on the little icon at the far left edge of the ruler bar. The type of tab will change, and then you can click on a location within the ruler bar to insert the newly defined tab.

$$\sqrt{a^2 + b^2} x \lim_{x \rightarrow \infty} \left( \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \right) \tag{1}$$
$$\sum_{i=1}^n X_i = \frac{1}{n}$$

When you have certain formulaic characters that are simply italicized letters (i.e. *r*, *z*, etc.) that you would like to include in the body of a paragraph, it is best just to use the letter rather than a formula box. Formula boxes in the body of paragraphs can alter the line spacing, which we would like to avoid, if at all possible.

## TABLES

We encourage you to submit your tables just as you would like them to appear. With that in mind, we do have a few requests to maintain some consistency from one paper to the next. We would like for the table contents to be in 10 point font (or smaller if the size of the table calls for it) and centered on the page. Tables should NOT exceed the width of the one inch margins of the document. Please include the table's title **inside** the borders of the table as shown below. The table title should be centered and bolded, and in the same size font as the rest of the table.

Left justify, center, or right justify columns in your table to make your material more readable, as you desire. Please note that an auto indent setting in your "Normal" tab will affect the contents of your table. To correct this, highlight the table, open the "Paragraph" box in the "Home" tab, and remove the first line indent instruction. Also, please place the tables in the body of the document where you would like them to appear. If the table breaks a page, move text material from above or below to keep the table on one page. If the table cannot fit on one page, set the title and the descriptive rows to "repeat" on the following page. Here is an example.

<b>Table 1</b> <b>DESCRIPTION OF STUDY</b> <b>Table Title on the Inside</b>		
COMPANY	Name	DATE
ABC	A Name	1/1/2010
DEF	B Corp.	1/2/2009
GHI	C. Name	5/5/2008
WXY	D. Inc.	7/21/2007

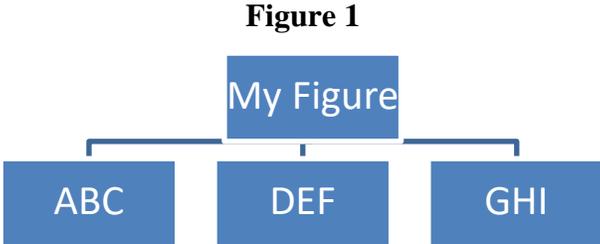
If your table is extremely complex, or extremely large, you can try to get it to work by sizing down the font to 9 point, or even 8 point. Do NOT go below 8 point type as that will make it extremely difficult to read your table. If you are still unable to get your table to work on the page, then you must create it as a jpg and shrink it to fit.

We do not accept landscape tables or figures. You must scale the table to fit in portrait mode. If you are unable to handle this yourself, you may contact us for advice or engage us to handle the conversion.

We might advise you concerning tables, that extremely complex, or busy tables are difficult to read, and do not add to the manuscript. It is better to use simple tables, even if you need more of them, than to create something that no one can understand.

**FIGURES**

Your figures should always be centered, and should have a title for reference purposes. When you create figures, remember to use Times New Roman as the font in the figure, and think about how it will look in the journal. Generally, figures should not exceed 6 inches in width. Put the figures where you want them to appear and format them the way you want them to look in the final document.



If you have extremely complex figures, or if you have trouble placing them in the manuscript, you may need to consider engaging us to process the figures. You may contact us for a price quote for any aspect of the formatting process.

**GUIDELINES FOR CASES**

Prepare cases as described above with these exceptions. First, instead of an abstract, begin the case with a “Case Description” and a “Case Synopsis,” both in italics as illustrated below. Technical information is in the Description, while the Synopsis should gain the reader's interest. The body of the case should follow the synopsis, separated by a heading. Prepare the “Instructors’

Note,” described more fully below, in accordance with these instructions as well. The description and synopsis are important as they communicate basic information about the case to the reader. Never forget that the Note is actually more important than the case, at least in the perspective of accrediting agencies for your university!

## CASE DESCRIPTION

*The primary subject matter of this case concerns (**describe the most important subject, ie, entrepreneurship/conflict management/ethics/etc.**). Secondary issues examined include (**list as many as the case contains just like for the primary subject**). The case has a difficulty level of (**choose one of the following: one, appropriate for freshman level courses; two, appropriate for sophomore level; three, appropriate for junior level; four, appropriate for senior level; five, appropriate for first year graduate level; six, appropriate for second year graduate level; seven, appropriate for doctoral level**). The case is designed to be taught in (**indicate how many**) class hours and is expected to require (**indicate how many**) hours of outside preparation by students.*

## CASE SYNOPSIS

*In this section, present a brief overview of the case (**a maximum of 300 words**). Be creative. This section will be the primary selling point of your case. Potential case users are more apt to choose cases for adoption which catch their fancy.*

*The Case Description and Case Synopsis are not used when the case is assigned to students. Their purpose is to inform instructors and prospective users of the case.*

## CASE BODY

The body of the case will follow the description and synopsis, and should be formatted in accordance with the forgoing instructions. Avoid using photographs or extensive exhibits which will make reading the case more difficult. The general rule of thumb is, if looking at this exhibit is not important to the decision point of the case, then omit it.

Please do NOT include assignment questions in the body of the case. These should be in the Instructors' Notes. Leaving them in the case body will prejudice student readers, as they will seize on the assignments, ignoring much of the content of the case.

## INSTRUCTORS' NOTES

Instructors' Notes are an important part of the referee process and must be included with all cases submitted for review or for publication in any form. Notes should be prepared in accordance with these publication guidelines and prepared as a separate manuscript and a separate file because the case notes are published in a different issue from the case.

Prepare Instructors' Notes for use by instructors who are not familiar with the case issues. The note should allow the instructor to teach the case without additional research. Begin the note with a **REPEAT** of the Case Description and Case Synopsis. Follow the Case Synopsis with Recommendations for Teaching Approaches. Specific questions, assignments or teaching methodologies should follow. Be sure to **INCLUDE ANSWERS** for all questions or assignments. Please do not include the questions and assignments in the case, but include them in the Instructor's Note instead. This gives instructors more flexibility in what to assign. Epilogues, if appropriate,

should close the note. If your case is from library research, include the references for all material used in a **REFERENCES** section.