

# **SOUTHWEST ACADEMY OF MANAGEMENT INSTRUCTIONS FOR PREPARING PROCEEDINGS**

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## **ABSTRACT**

This document explains how papers submitted for the *Southwest Academy of Management Proceedings* should be formatted. You will email the paper to ntwigg@coastal.edu. **PLEASE REMEMBER TO SUBMIT THIS PAPER IN MS WORD FORMAT.** This document represents an example of the correct format. Please follow these format instructions carefully. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor. We recommend that you print samples of your paper to verify the correct margin settings.

## **FORMAT INSTRUCTIONS**

### **Title**

The title of your paper should be printed, in capital letters, on the first page, centered across the top of the column, using 12 point, bold, Times Roman type. Use a maximum of three lines, single spaced, followed by a blank line.

### **Authors**

The author(s), affiliation(s), and email address(es) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc. Skip two lines after the last author and start column on the third line.

### **Abstract**

Introduce the paper with an abstract of approximately 100 words. The abstract should be in a single column format, with full justification. Begin with the first-level heading "**ABSTRACT**" centered above the single-spaced abstract text.

### **Body**

The body should be in a single column format with full justification also. Follow the abstract with a first-level heading that introduces the body of the paper. See typing instructions below for more information.

### **Headings**

All headings should be in bold type. First-level headings should be in bold capital letters and centered across the column. Second-level subheadings should be in bold and aligned left. Only the initial letter of each word in the second-level subheadings should be in capital letters. Please do not use headings other than these two types. One line space should separate headings from the preceding text.

### **Illustrations and Captions**

Illustrations (tables, figures, graphs, etc.) and their explanations (captions, etc.) should be located on the same page. Captions for illustrations should be centered and should appear above the illustration as follows:

#### **TABLE 1 (OR FIGURE 1)**

It is important to remember that all art work, captions, figures, graphs, and tables will be reproduced exactly as you submit them. Therefore, be sure to scan into position all your work exactly as you want it to appear in the final paper.

### **Footnotes**

Footnotes are not acceptable.

### **Equations**

All equations should be placed on separate lines and numbered consecutively, with equation numbers placed within parentheses and aligned with the right margin. The following example shows a correctly formatted and identified equation.

$$R_I = f(X_I) \tag{1}$$

### **Appendices**

If the paper includes an appendix, it should immediately follow the body of the paper (using the first-level heading "**APPENDIX**") and precede the references. If there is more than one appendix, they should be numbered consecutively.

## **REFERENCES**

For inclusion in the proceedings, your paper must include a complete reference list. Papers without references will be returned to the authors.

The word REFERENCES should appear centered above the list of references. Entries should appear in alphabetical order and should follow the format of the Publication Manual of the American Psychological Association, as noted by the examples that follow.

Bedeian, A.G. (1980). Organizations: Theory and Analysis. Hinsdale, IL: Dryden.

Euske, N.A., & Roberts, K.H. (1987). Evolving perspectives in organization theory, communication applications. In F.M. Jablin, L.L. Putnam, K.H. Roberts & L.W. Porter (Eds.), Handbook of Organizational Communications: An Interdisciplinary Perspective (pp. 18-40). Newbury Park, CA: Sage.

Lang, J.R., & Lockhart, D.E. (1990). Increased environmental uncertainty and changes in board linkage patterns. Academy of Management Journal, 33, 106-128.

## **TYPING INSTRUCTIONS**

Set the following margins in your word processing program:

1. Top margin (from top edge of paper to top of the first line of type): 1.0".
2. Bottom margin (from bottom of last line of type to bottom edge of the paper): 1.0".
3. Right and left margins: 1.0".

All paragraphs should be aligned with the left margin (no paragraph indent). Double-space between paragraphs, and before and after headings. Use full justification throughout the paper. Triple-space after the last author's name in the title before beginning the Abstract.

Papers should be prepared in **12 point font with Times New Roman** type and submitted in MS Word format. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Boldface type should be used for the title of the paper and for all headings.

**Do not type in page numbers.**

### **CHECKLIST FOR PAPERS**

- Title of paper: All caps, bold type, single-spaced, centered
- Authors: Include affiliations and e-mail addresses
- Headings:
  - 1st level: All caps, bold, centered
  - 2nd level: Initial caps, bold, flushed left
- Abstract: 100 words or less
- Body: See typing instructions (3 pages maximum for Developmental papers only)
- Page numbers: Do not type in