

ALLIED ACADEMIES' AFFILIATED JOURNALS AND PROCEEDINGS FORMATTING INSTRUCTIONS

All formatted papers for the proceedings must be sent to the proceeding editor, Dr. Steve Nenninger at gbproceedings@gmail.com. Please put "Proceedings Submission" in the subject line. Any proceedings questions should be directed to Dr. Nenninger at this email address.

Note to Authors: We are using Allied Academies guidelines except for some minor changes. Given that best papers will be published in a journal affiliated with Allied Academies, we have opted to use their guidelines to minimize formatting (especially if your paper is accepted for journal publication later).

Very important: do not use any *Headers, Footers, page numbers or Section breaks*.

GENERAL GUIDELINES

The body of your manuscript should be presented in Times New Roman 12 point type, with 1.1 spacing and full justification throughout.

The title should be 18 point, all caps, bold type.

The title should be followed by all authors and affiliations. These are 14 point, bolded type.

The word Abstract should be centered, 12 point, bold, upper case

All headings and subheadings should have one line above and one line below the heading

All headings should be centered, 12 point, bold upper case type.

Any subheadings should be bold, left justified, initial caps.

Any sub-subheadings should be bold, indented, initial caps (there should be no headings below this level.)

Each paragraph in your working manuscript is indented. However, do not use the "first line indent" command because this causes problems with the centering of headings. Simply tab at the beginning of each paragraph. There should not be a blank line between paragraphs (except around a heading).

The *References* should begin with the word References, centered, 12 point, bold, upper case type. The body of the References should contain no tabs or hard returns, but should be 10 point type with the second line indented. Use a "hanging" indent of 0.5 if you are familiar with that process, otherwise use no indentation.

HYPOTHESES

When including hypotheses, put them in 10 point font, and italicize them. Indent from the left margin by highlighting the hypothesis and dragging the double tab button to the 36 point (1/2 inch) position; then drag the lower tab button to the 72 point (1 inch) position. See the example below.

H1 This is my first hypothesis.

CITATIONS AND ENDNOTES

We like to use APA style for all of our publications. Citations are handled in the body of the text (Carland & Carland, 1984), by putting the last names of the authors, followed by the year of the publication within parentheses.

Please do **NOT** use footnotes or endnotes. Instead, please include that supplemental material in the body of the text (in parentheses if necessary).

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. 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.

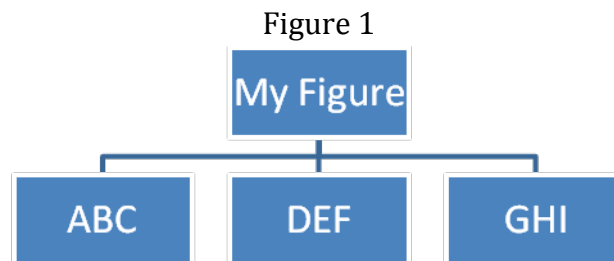
Use gridlines around all of the cells. Set these with "Table Properties" to a width of ¼ point, choose automatic color, and click on the "All" setting. Do **NOT** include empty rows, columns or cells in an attempt to format the table. Do **NOT** remove gridlines from any cells. Now, using Table Properties, set the Table width to a preferred 95%, and center it. If the table is very large, then you may choose 100% for the preferred width. Do NOT set the table to a fixed width, as it will not resize if we have to make any adjustments. Here is an example.

| Table 1 | | |
|----------------------------------|-------------|-------------|
| DESCRIPTION OF STUDY | | |
| Table Title on the Inside | | |
| 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 |

Left justify, center, or right justify columns in your table to make your material more readable, as you desire. Also, please place the tables in the body of the document where you would like them to appear. We may have to move the table up or down a paragraph or two in order to accommodate pagination, but we will keep it close to your preference. If you follow the instructions carefully, we should not have to move the table, at all.

FIGURES

Your figures should always be centered, and should have a title for reference purposes. Remember, that we may have to move them around in your document to facilitate pagination.



REFERENCES

References should be prepared in general accordance with the APA (American Psychological Association). We do deviate from APA style with respect to underlines. These do not reproduce well, so we ask that you use italics in place of underlines. Double space between references and do not use underlining (___) at the beginning of a reference as a shortcut.

The section heading for references must be centered in bold, just like the rest of the headings in the paper. The references themselves should be in 10 point font and formatted with the second and subsequent lines of a reference indented .5 inches or 36 points. This is accomplished by highlighting the references, then dragging the lower tab indicator to the 36 point (1/2 inch) position. Below are some examples of different citations. Please note that if you have a break problem because of a website, you should manually choose a break point by inserting a space into the citation. We have illustrated that in the second example below. Be sure not to allow websites to change in color or to incorporate underlines. If that happens, you can remove the problem by highlighting the text, clicking on font color, then clicking on underline.

Citing a Journal Article

Carland, J.W., F. Hoy, W.R. Boulton & J.A. Carland (1984). Differentiating entrepreneurs from small business owners. *Academy of Management Review*, 9(2), 354-359.

Citing an Online Journal Article

Fredrickson, B.L. (2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Citing a Book

Carland, J.W. & J.A. Carland (1999). *Small business management: Tools for success (Second Edition)*. Houston, TX: Dame Publishing.

Citing an Article in a Magazine

G. Gendron & B. Burlingham (1989, April). The entrepreneur of the decade: An interview with Steve Jobs, *Inc.*, 114-128.

Citing a Proceedings

Carland, J.A., J.W. Carland & W.H. Stewart (2000). The indefatigable entrepreneur. *Proceedings of the Association of Small Business and Entrepreneurship*, 168-180.

Citing a Presentation

Ensley, M.E., J.A. Carland & J.W. Carland (May, 1998). The lead entrepreneur. Presented to the *Babson College Entrepreneurship Conference*, Gent, Belgium.

Citing an Article in a Book

Brockhaus, R. H. (1982). The psychology of the entrepreneur. In C. Kent, D. Sexton, & K. Vesper (Eds.), *Encyclopedia of Entrepreneurship* (pp. 39-57). Englewood Cliffs: Prentice-Hall.

Citing an Internet Source

GVU's 8th WWW user survey. (n.d.) Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Citing a Dissertation

Carland, J. W. (1982). *Entrepreneurship in a small business setting: An exploratory study*. Unpublished doctoral dissertation, University of Georgia.

Citing a Film

R. LaPointe & H. Glazer (Executive Producers) (1992). *H. Ross Perot: A vision for success in the '90s*. Boston, MA: Goldhirish Group, Inc.

CONCLUSION

This concludes our formatting guidelines. If you have any questions or issues, please email Dr. Steve Nenninger (gbproceedings@gmail.com) for clarification. Thank you.