**Instructions for preparing a full paper or extended abstract for
the European Business History Association (EBHA) Annual Congress 2019**

**(Times New Roman, bold, 12 pt, single space, no capitalization, up to 40 characters including spaces)**

**Subtitle (if applicable)**

**Summary**

The aim of this document is to support the authors in formatting final papers for the EBHA Annual Congress 2019 that will be held in Rotterdam, the Netherlands on August 29-31, 2019. In order to make the papers as uniform as possible, we ask that the following instructions be adherent to as closely as possible. The **Summary** paragraph outlining the aims, scope and conclusions of the paper; acknowledgements (if any) should not exceed 100 words.

**Keywords or phrases:** (maximum of 5 words in total)

**Main body of text** (**Section heading: Times New Roman, bold, 12 pt, no numbering)**

*Paper length* *(subheading: Times New Roman, italics, 12 pt, no numbering)*

Including all references, figures, tables, etc. (max):

* For an extended abstract: 1200 words.
* For a full paper: 6000 words.

Please note that in order to be considered for the Best Paper Prize, full papers should be uploaded to the database *and* sent to the chair of the committee Adoración Álvaro-Moya (adoracionalvaro@cunef.edu).

*General instructions*

The paper should be prepared using ISO A4 paper size (210 x 297 mm) using Times New Roman (12 pt, justified) font across the whole document according to the format described in this template. *Authors are strongly urged to follow these instructions to ensure optimal readability of the abstract both online and offline* . The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be as follows: top 3 cm, bottom 2 cm, left and right 3 cm each.

*Other details (subheading: Times New Roman, italics, 12 pt, no numbering)*

Pages should be numbered in the page footer, including the first page, as demonstrated in this document. Papers should be organized in the following sequence:

* Title of the paper, name(s) of the author(s), affiliation(s)
* Summary
* Keywords
* Main subject text
* Acknowledgments (if applicable)
* References

Bulleted or numbered lists should have a hanging indent of 0.5 cm. Avoid using more than two levels in the lists.

Following paragraphs indented 0.5 cm.

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, as shown below.

Equation (1):

*N*

Σ *xi = δ*

*i=1*

Figures and tables must be included in the main text and be individually numbered and captioned. Text in the tables should be typed in Times New Roman 12. Illustrations should be sharp and clear.

The placement of figures, tables, and illustrations should be aligned as centered within the document.

Captions should be placed **below figures** and **above tables**. These are to be typed in Times New Roman 12, in italics, and centered.

Leave one line before and after tables and figures (see examples below).

*Table 1 – Caption (Times New Roman, Italic, 12 pt, centered)*

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*Figure 1 – Caption (Times New Roman, Italic, 12 pt, centered)*

This is an example of main text, and is the last line of this section.

**Language**

Full papers must be written in good English. Please ensure that your paper has been carefully proofread prior to submitting / uploading it to the EHBA 2019 Congress.

*Once the final version of the full paper has been submitted,* ***the document cannot be corrected or changed later****.*

**Conclusion**

The above text summarizes and descriptively demonstrates the main instructions for writing and preparing the full paper. All that is missing now are guidelines regarding references.

*Citations*

* Citations in the text should be indicated as follows: (Author1 and Author2, Year). Example: (Yin, 2003) or (White and Poynter, 1990).
* For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Example: (Harland et al., 2005).
* Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Van Raaij et al., 2007; Yin, 2003).
* Footnotes are also accepted, see footnote for examples.[[1]](#footnote-1)

*Reference list*

* Reference to a journal publication: Harland, C., Knight, L., Lamming, R., Walker, H., 2005. Outsourcing: Assessing the risks and benefits for organisations, sectors and nations. International Journal of Operations & Production Management 25 (9), 831-850.
* Reference to a book: Yin, R.K., 2003. Case Study Research: Design and Methods. Third ed. Sage, Thousand Oaks, CA.
* Reference to a chapter in an edited book: White, R.E., Poynter, A.T., 1990. Organizing for world-wide advantage. In: Bartlett, C.A., Doz, Y., Hedlund, G. (Eds.). Managing the Global Firm. Routledge, New York, NY, pp. 95–113.
* Reference to conference proceedings: Van Raaij, E.M., Brandon-Jones, A., Reunis, M.R.B., 2007. The impact of e-procurement quality factors on user acceptance of e-procurement systems. Proceedings of the 16th IPSERA Conference, 1–4 April 2007, Bath UK.
* References should be arranged alphabetically by first author name. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication, example: (Harland et al., 2005a).

**References**

Author A., ..., Author N., Year. Book title. Publisher, City.

Author A., ..., Author N., Year. Title of article. Journal, Vol. (No.), pp.

Author A., ..., Author N., Year. Title of contribution, in: Editor E., Editor E. (Eds.), Book title. Publisher, City, pp.

Author A., Year. Title of Paper, Conference proceedings, Date of the Conference, City.

(Author1 and Author2, Year). Example: (Yin, 2003) or (White and Poynter, 1990).

For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Example: (Harland et al., 2005).

Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Van Raaij et al., 2007; Yin, 2003).

1. Author1 and Author2, Year. Example: Yin, 2003 or White and Poynter, 1990. For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Example: (Harland et al., 2005). Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Van Raaij et al., 2007; Yin, 2003). [↑](#footnote-ref-1)