

Full Length Paper Submission for the POM 2016 Orlando, Florida Conference

General Instructions

- The Full Length papers for consideration for publication in POMS Orlando Conference, 2016 CD as a part of the Proceedings should be prepared as per the instructions given on the following pages.
- **Submit your paper through the conference website – do not send the full length paper by email.**
- Your paper can only be submitted if your abstract has been accepted for the conference.
- **Consult website for submission dates (<http://pomsmeetings.org/conf-2016/Portals/1/Docs/Important%20Dates%202016.pdf>)**
- All papers must be in English.
- Please proof read the paper. Mistakes cannot be changed later. The papers submitted for the POMS, Orlando 2016 Conference are not peer-reviewed or edited. Thus the author(s) are solely and fully responsible for any mistakes or inaccuracies in the document submitted.
- Papers are checked to ensure formatting guidelines mentioned in the document below are met. Papers that do not follow formatting guidelines may be rejected.
- Ensure that your submission has not been previously published elsewhere. Papers are checked through software to detect plagiarism as well as self-plagiarism. Please note that POMS does not take copyright for the paper you submit. Though you own the copyright of your submitted paper, we do not accept identical work that has been published elsewhere. The proceedings editors retain the right to reject papers that have been flagged by a plagiarism software.

If you have any questions, please contact the Proceedings Co-editors:

Dr. Amitkumar Kakkad and Dr. Christian L. Rossetti at proceedings.poms.meetings@gmail.com

Specific Formatting Guidelines

The paper should be prepared using Letter paper size (8.5” x 11”) using the **Times New Roman 12 pt.** font (except for titles, headings etc. as specified below) according to the format described in this template. The authors are strongly urged to follow these instructions to ensure uniformity of papers published in proceedings. **The overall length of the paper, including illustrations, tables, and references, is limited to 10 pages. Papers exceeding this limit will be returned to their corresponding author.** Pages should be numbered in the page footer (center), including the first page, as is done here.

Summary of Formatting Guidelines

Paper Size	Letter (8.5" x 11")
Maximum Length	10 pages including illustrations, tables, and references.
Margins	Margins should be all 1" each (top, bottom, left, right).
Font	Times New Roman 12 pt. for the body – follow the instructions below for titles, headings, etc.
Spacing	Single-spaced text for the body – follow the instructions below for spacing above and below titles, headings, etc.
Pagination	In the footer, centered, including the first page.
Endnotes and Footnotes	Avoid
Bibliography	10 pt font with 0.5" hanging indent

Papers should be organized in the following sequence using the formatting described for each section:

- Title of the paper, name(s) of the author(s), affiliation(s)
- Abstract
- Keywords
- Main subject text
- Acknowledgments (when applicable)
- References

Note: The rest of this document (pages 3, 4, and 5) can be used as a template after removing all blue and red instructions.

-----Template-----

Title of the paper

(Times New Roman, bold, center alignment, 18 pt, no capitalization except for the first letter of the first word)

<2-line spacing, 12 pt. after the Title>

Name of the First Author

(Times New Roman, center alignment, 14 pt, Capitalize as appropriate)

Affiliation

(Times New Roman, center alignment, 12 pt, Capitalize as appropriate)

abcd@xyz.com

(Email of the corresponding author, Times New Roman, center alignment, 12 pt)

(Add subsequent authors beneath the first author using the same format)

<No spacing between authors, no spacing between an author and his/her affiliation>

<4-line spacing, 12 pt. after the last author listed>

Abstract

(Times New Roman, bold, 11 pt, no numbering, left alignment)

Abstract text

(The abstract text must be identical to the one that was submitted via the online submission system. Times New Roman, 11 pt, justified).

<1-line spacing, 12 pt. after the abstract text>

Keywords: Keyword 1, Keyword 2, Keyword 3 (up to 3 keywords)

(Text: Times New Roman, 11 pt, Title Capitalization - First Letter of Each Word Capitalized except for propositions & conjunctions, Left Alignment).

<2-line spacing, 12 pt. after the keywords>

SECTION HEADING

(Times New Roman, bold, 14 pt, no numbering, Full Capitalization, Left Alignment)

<1-line spacing, 12 pt. after the SECTION HEADING>

Second Level Heading

(Times New Roman, bold, 14 pt, no numbering, Title Capitalization, Left Alignment)

<1-line spacing, 12 pt. after the Second Level Heading>

Section text: Indentation and spacing

All the paragraphs of each section and subsection should have this format.

(Times New Roman, 12 pt, Justified Alignment, Indentation: First Line: 0.25")

<No spacing between paragraphs within the same section / sub-section>

<1-line spacing, 12 pt. after the last paragraph of the section / sub-section>

- Please follow this template for writing bullets.
(Times New Roman, 12 pt, Justified Alignment, Paragraph Indentation: 0.25", Bullets)

aligned at 0.5")
<No spacing between bullets>
<1-line spacing, 12 pt. after the last bullet>

Footnotes and End notes:

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

Equations

Equations should be centered (with 0" first line paragraph indentation – i.e. no indentation) with equation numbers on the right-hand side (flush right).

<1-line spacing, 12 pt. before the equation>

$$\sum_{i=1}^N x_i = \delta^* \tag{1}$$

<1-line spacing, 12 pt. after the equation>

Figures and Tables

Figures and tables must be included in the main text and must be individually numbered and captioned. Captions should be placed below figures and above tables *and typed in Times new roman, 11 pt, centered, and italicized, as shown here.* Illustrations should be sharp and clear. Text in tables should be Times New Roman 11pt. Place figures and tables centered. Leave one line before and after tables and figures (see examples below).

<1-line spacing, 12 pt. before the table>

Table 1 – Caption (Times New Roman, Italic, 11 pt, centered)

Column Header	Header	Header	Header
Row Name here	X	X	X

<1-line spacing, 12 pt. after the table>

<1-line spacing, 12 pt. before the figure>

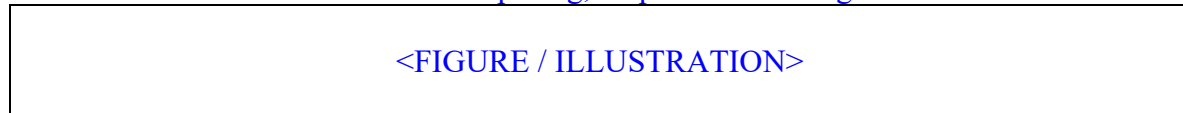


Figure 1 – Caption (Times New Roman, Italic, 11 pt, centered)

<1-line spacing, 12 pt. after the figure>

Inline citations

The author’s last name is followed by the year of publication, all in round brackets; e.g., (Fox 1994). When the number of authors is two, the authors should be joined by an “and”; e.g., (Rothaermel and Alex, 2009). When the citation contains more than two authors (three or more) they should be cited as *et al.* e.g., (Fox et al. 1995). When citing more than one reference separate each reference by semicolon and order the references alphabetically. When the reference is a part of the sentence the year must be in round brackets e.g., “Fox (1994) noted that”

Bibliography

(Times New Roman, bold, 12 pt, Title Capitalization, Left Alignment)

<1-line spacing, 12 pt. after “Bibliography”>

List all authors that are a part of each paper in bibliography.

Font: Times New Roman, 10 pt, left aligned, hanging indent 0.5”).

For articles: Surname, Initials. Year. Title. *Journal Name* **Volume**(Issue): Pages. Example:

Gupta, A. K., K. Smith, C. E. Shalley. 2006. The interplay between exploration and exploitation. *Academy of Management Journal* **49**(4): 693–706.

For books: Surname, Initials. Year of Publication. *Title*. Publisher, Place of Publication. Example:

Fine, C. H. 1998. *Clockspeed: Winning Industry Control in the Age of Temporary Advantage*. Perseus Books, New York.

For chapters in edited books: Surname, Initials. Year. Title. Editor’s Name, Initials, ed(s). *Title*. Publisher, Place, Pages. Example:

Choi, H. S., L. Thompson. 2006. Membership change in groups: Implications for group creativity. Thompson, L., H.-S. Choi, eds. *Creativity and Innovation in Organizational teams*. Lawrence Erlbaum, Mahwah, NJ, 87–108.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access. Example:

Jana, R. 2009. Is innovation too costly in hard times? *BusinessWeek*. Available at http://www.businessweek.com/magazine/content/09_16/b4127046252968.htm (accessed June 15, 2010).