

## GUIDELINES FOR PAPERS PUBLICATION

**General.** The papers for the Conferences should be written in English. The text of the article should be prepared in A4 format. The size of the paper should be up to **10 pages** including the diagrams, photos, tables etc. The pages should not be numbered. The reports should be sent as attachment .doc files on: [iscme2014.ism@uvsq.fr](mailto:iscme2014.ism@uvsq.fr). File extension .doc.

**Structure of the Paper.** A paper should include the following parts: heading, the authors' names and surnames, the name and address of the institution they work for, country, e-mail address, abstract, keywords, main text and list of references.

### The layout

**1. The title of the paper** should be printed in capital letters of 12 pt *Bold* type and centred. There should be a *Single* line interval between the heading and the author's name.

**2. The names and surnames** of the author or co-authors should be printed in small letters of 11 pt *Bold* type and centred. Below the author's surname, *the name of the institution* (represented by the author or co-authors), should be printed in 10 pt *Italic*, the country, the author's e-mail should be written and centred. The information for each new author has to be written as a new paragraph.

**3. Abstract and keywords** should be printed at a *Single* interval of 9 pt type and should be written after the institution, the country and e-mail address. They should be aligned left. The words **Abstract** and **Keywords** are printed in *Bold*. The size of the abstract should be 600–800 typographic signs (7-9 lines). There should be an interval of one line between the abstract and keywords. The keywords should include 5 - 6 items separated by a comma. After the word **Abstract** there should be a full stop and after the word **Keywords** there should be a semi-colon.

**4. Introduction, main text and conclusions** should be written in Times New Roman 10 pt with a single-space interval between the lines. The text alignment is *Justify*.

**5. Formulas and other symbols** should be written in *Equation Editor 3 Italic* 10 pt type, the indexes in 7 pt, sub-indexes in 6 pt. Matrices should be written in square brackets, vectors in *Bold-Regular* 10 pt type. All the numerals, including index numbers, should be presented in *Regular* type. Formulas should be centred. They should be numbered in Arabic numerals in round brackets and aligned right. Between a formula and text there should be an interval of one line.

**6. Figures and tables** should be put in the place where they are mentioned, and they should be centred. They should be numbered consecutively and the numbers of figures are shown below them. The numbers of the tables and inscriptions should be over them (for instance, **Fig. 1, Table 1**). Inscriptions should be written in 9 pt of *Regular* type. Figures and tables should be separated from the text by one-line interval.

**7. The headings of the introduction, chapters and sub-chapters** should be printed in small letters in 10 pt *Bold-Regular* type and aligned left. The introduction, headings of chapters and conclusions should be numbered with an Arabic numeral and the sub-chapters with two Arabic numerals separated by a point. The titles of chapters and sub-chapters should be separated from the text above by one-line interval.

**8. References** should be listed according to the order of citation in square brackets. The list of references should be given after the conclusions. The word **References** should be spelled in small letters of 10 pt *Bold-Regular* type on the left side and the list of references in 9 pt according to the following patterns:

1. MICHAILOVA, S., Contrasts in culture: Russian and Western perspectives on organizational change, *Academy of Management Executive*, 14, 2000, p. 99-112
2. CALLAHAN, K., L. BROOKS, *Essentials of Strategic Project Management*, John Wiley and Sons, Inc.: New York, 2008, 209 p.
3. PETTIGREW, A., Introduction: Researching strategic change, in *The management of Strategic Change* (Pettigrew eds.), 1987, p. 1-13.

**Note:** Papers that do not follow the present Guidelines will not be included in the Conference Proceedings.