

Call for Papers

Conference submissions will include:

- *Refereed paper presentations*: Papers of 20 pages in length, presenting original research, are welcome on any of the conference topics.
- *Symposia*: We welcome symposia submissions of 4-5 thematically-connected papers, each 5 pages in length, on any of the conference topics to be presented within a 1.5-2 hour session.
- *Abstract presentations*: Authors are welcome to submit abstracts of 500 words.

All submissions for refereed papers will be double blind peer reviewed and published in the conference proceedings CD.

The due date for all submissions is Monday January 31st, 2005.

All submissions should be e-mailed to acrew@buseco.monash.edu.au

Submission of Refereed Papers

1. There can be no changes in titles, abstracts or authorship after the submission.
2. Submitted papers must not have been previously presented or scheduled for presentation, published, accepted for publication, and, if under review, must not appear in print before the conference is held.
3. Maximum length: 20 pages (including references, tables and figures)
4. Use Times New Roman 12 font with double spacing, left-justified, margins of 2.5 cm.
5. Use A4 or 8.5 x 11 paper size.
6. To ensure an impartial refereeing process, there should be no author identification after the cover page. Ensure any author-identifying information is removed from the file properties.
7. The first page should include: Title of paper, Name of the author(s), Employer/organisation address (surface mail), telephone and fax numbers, e-mail address.
8. Indicate on the first page, top left corner, that the submission is intended for a refereed paper presentation.
9. Indicate the word count clearly on the title page, top right corner.
10. Page 2 should show the paper title and show the abstract (up to 200 words).
11. The paper should start on page 3.
12. The entire submission (text, figures, graphs, tables, and references) must be contained in a single document (i.e., do not have a separate file for references and another for graphs). You can copy and paste tables and graphs from other programs into your Word document.
13. Major headings: Bold, capitals.
14. Minor headings: Bold, upper and lower case.
15. Use Harvard referencing system (name, date), e.g. reference: (Barry 1998); quote: Barry 1998: 234).
16. Please be sure all pages are numbered.

17. Please check that your file paginates and prints correctly before sending it (check especially to be sure imported figures print as you want them to).
18. Please ensure that the file you submit is virus-free. We cannot guarantee to review infected attachments.
19. At least one of the paper's authors must attend the conference and present the paper.
20. Name the file acrew followed by the first five letters of the surname of first author. For example the file name 'acrewjones.doc' should be used for a paper with the first author John Jones. It should then be emailed as a single email attachment to email address: acrew2005@buseco.monash.edu.au.

Submission of Symposia

1. Symposium proposals are not blind reviewed. Each submission must include:
 - A title page which includes (a) title of the symposium, (b) complete formal name and contact information for the chair as well as all participants and discussants, (c) an abstract of the symposium in no more than 200 words.
 - A 3-5 page overview statement, including description of the session format.
 - A 5 page synopsis of each paper.
2. Use the formatting instructions for refereed papers.
3. Note: Discussants are not required in symposia. It is preferable to omit discussants and have the participants encourage audience participation.
4. The symposium organizer must collect an email statement showing agreement to participate from each intended participant. These statements should be included in the symposium submission email.
5. Name the file acrew followed by the first five letters of the surname of first author. For example the file name 'acrewjones.doc' should be used for a symposium paper with John Jones as chair. It should then be emailed as a single email attachment to email address: acrew2005@buseco.monash.edu.au.

Submission of Abstract presentations:

1. There can be no changes in titles, abstracts or authorship after the submission.
2. Submitted papers must not have been previously presented or scheduled for presentation, published, accepted for publication, and, if under review, must not appear in print before the conference is held.
3. Use Times New Roman 12 font with double spacing, left-justified, margins of 2.5 cm.
4. Use A4 or 8.5 x 11 paper size.
5. The first page should include: Title of paper, Name of the author(s), Employer/ organisation address (surface mail), telephone and fax numbers, e-mail address.
6. Indicate on the first page, top left corner, that the submission is intended for Abstract presentation.
7. Indicate the word count clearly on the title page, top right corner.
8. Major headings: Bold, capitals.
9. Minor headings: Bold, upper and lower case.
10. Use Harvard referencing system (name, date), e.g. reference: (Barry 1998); quote: Barry 1998: 234).
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Questions about submissions should be sent to Associate Professor Helen De Cieri,
Department of Management, Monash University, Australia
(acrew@buseco.monash.edu.au)