

Palgrave house style guidelines for papers

(For details as to submission length and submission structure for Doctoral Colloquium please see the Doctoral Colloquium section of the 2015 AiB UKI Conference website)

1. General

- Submit an electronic copy (Word, PDF) of your work to the online submission system. Make sure you remove ALL information which might reveal your identity (in Word: tick the option "remove personal information from file properties on save" in the menu "Tools-Options-Security").
- 12pt Times Roman font, except for title and author names on page 1.
- Double line spacing.
- Margins: 25mm on all sides.
- No footnotes permitted. Use Endnotes and keep these to a minimum.
- Length: 26 pp maximum for papers of main conference (for papers to doctoral colloquium please see guidelines of webpage)
- Place page numbers centred at the bottom of each page.

2. Page 1

- Title of the paper: centred in bold 14 pt Times Roman.
- NO Name of author(s) and NO affiliation– Name of authors and affiliation will be entered into the online submission system
- Abstract: 150 words, left and right justified in 12 pt Times Roman. This should consist of a number of paragraphs suitable to appear in the book of abstracts.

3. Page 2

- Title (no authors): in 12 pt Times Roman, centred
- Start the paper

4. Headings and notes

- Headings: a main heading, designating the topic of major sections should be centred, bold and capitalised.
- Secondary headings: flush with left margin, underlined.
- Tertiary headings: flush with left margin, in italics.

- Notes: at the end of the paper, preceding the references.

5. References and citations

5.1. Reference citations in the text

Citations in the text should be by the author's last name and year of publication enclosed in parentheses without punctuation: "(Thorelli 1960)." If practical, the citation should stand by a punctuation mark. Otherwise, insert it in a logical sentence break. If you use the author's name in the sentence, there is no need to repeat the name in the citation; just use the year of publication in parentheses, as in "The Howard Harris Program (1966)...."

If a particular page, section, or equation is cited, it should also be placed in the parentheses: "(Thorelli 1960, p. 112)" or "(Thorelli 1960, Table 1)."

For multiple authors, use the full citation for up to three authors; for four or more, use the first author's name followed by "et al." (no italics).

A series of citations should be listed in alphabetical order and separated by semicolons: (Thorelli 1960; Welch 1981).

5.2. Reference List Style

References are to be listed alphabetically, last name first, followed by publication date in parentheses. Use authors' full first name, not just initials. The reference list should be typed double spaced on a separate page. Do not use indents or tabs. Put two hard returns between each reference.

Limit the references to only those that have been cited in the body of the article, including notes, tables, and figures. - Authors are responsible for the accuracy of their references. Check them carefully.

Single- and multiple-author reference for books:

Dunning, John H. (1993), *Multinational Enterprises and the Global Economy*. Wokingham, England: Addison-Wesley.

Buckley, Peter J. and Mark Casson (1976), *The Future of the Multinational Enterprise*. London: Palgrave Macmillan.

Edited book

Birkinshaw, Julian Ed. (2004), *Strategic Management*. London: Edward Elgar Publishing.
Marschan-Piekkari, Rebecca and Catherine Welch Eds. (2004), *Handbook of Qualitative Research Methods for International Business*. Cheltenham, UK: Edward Elgar.

Single- and multiple-author reference for periodicals

(include author's name, publication date, article title, complete name of periodical, volume number, month of publication, and page numbers):

Luo, Yadong (1996), "Evaluating the Performance of Strategic Alliances in China," *Long Range Planning*, 29 (4), 534-542.

Beamish, Paul W. and John C. Banks (1987), "Equity Joint Ventures and the Theory of the Multinational Enterprise," *Journal of International Business Studies*, 18 (2), 116-138.

Buck, Trevor, Igor Filatotchev, Peter Nolan, and Mike Wright (2000), "Different Paths to Economic Reform in Russia and China: Causes and Consequences," *Journal of World Business*, 35 (4), 379-400.

Single- and multiple-author reference for an article in a book edited by another author(s):

Yamin, Mohammad (1991), "A Reassessment of Hymer's Contribution to the Theory of Transnational Corporations," in *The Nature of the Transnational Firm*, Christos Pitelis and Roger Sugden (Eds.). London: Routledge, 64-80.

Ghauri, Pervez N. and Peter J. Buckley (2002), "Globalization and the End of Competition: A Critical Review of Rent-Seeking Multinationals," in *Critical Research on Multinational Corporations*, Virpi Havila, Mats Forsgren, and Hakan Hakansson (Eds.). Oxford: Pergamon Press, 7-28.

References to unpublished works, such as doctoral dissertations and working papers

These should be included in the reference list as follows:

Katcher, Max (1975), "An Analysis of the Effectiveness of the Overseas Trade Fair Program of the U.S. Department of Commerce as an Exporter Promotion," Doctoral dissertation, Washington: George Washington University.

Papers printed in published proceedings of meetings:

Poppo, Laura and Todd Zenger (1995, Aug. 6-9), "Opportunism, Routines, and Boundary Choices: A Comparative Test of Transaction Cost and Resource-Based Explanations for Make-or-Buy Decisions." in Dorothy P. Moore (Ed.), 55th Annual Academy of Management Meeting, Vancouver, British Columbia: Academy of Management, 42-46.