# Hong Kong Metropolitan University

**Institute of International Business and Governance (IIBG)**

**IIBG Academia-Industry Exchange 2021**

**Conference on *Business as usual: How do we turn the new normal into normal?***

**3-4 December 2021**

**Style Guide for Extended Abstracts and Full Papers**

1. For Extend Abstract: no more than 2,000 words including all endnotes, graphs, tables, figures, appendices and references.

For Full Paper: no more than 6,000 words including all endnotes, graphs, tables, figures, appendices and references.

1. APA style is used. Please refer to the sample below for the exact style.
2. For preparing a reference list using APA style, please refer to <http://flash1r.apa.org/apastyle/basics/data/resources/references-example.pdf>
3. Set page size to A4.
4. Set margins to one inch (2.54cm) at the top, bottom, and sides of the page.
5. Set font size and type to 12-point Times New Roman font.
6. Use double-spacing for the whole paper.
7. Save the document in a Microsoft Office Word format.
8. Please ensure your papers adhere to the guidelines or they will be returned for editing.

# Title of Paper

**Acknowledgement**

***Keywords****:* [Three keywords to be entered here]

# Title of Paper Introduction

The title of the paper should be centered and should not be bolded, underlined, or italicized. It should be typed in 12-point Times New Roman Font.

For both extended abstracts and full papers of empirical studies, six sections should be included, namely Introduction, Methodology, Results, Discussion, Conclusion, and References. For extended abstracts and full papers of theoretical or conceptual papers, three sections Introduction, Discussion, and Conclusion should be included.

The first-level heading should be centered and bolded, using uppercase and lowercase, and again, typed in 12-point Times New Roman Font.

The Introduction part mainly presents and introduces the problem or the issue that the paper addresses. It can also cover literature review, model development, hypothesis development, and others.

Any endnotes, references, graphs, figures, tables, and appendices should appear at the end of the paper, following this sequence. Each should begin on a new page. If an appendix is included, please refer to it in the body of your paper. All endnotes, graphs, figures, tables, and appendices should be numbered. In addition, all graphs, figures, and tables should be given a title. Put the following sentence at where the graph, figure, or table should appear in the body of your paper:

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**Insert Table 1** (*About Here*)

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For in-text citations, if it is a work with one author or two authors, the last name(s) of the author(s( should be written out all the time, for instance, (Heider, 1958) and Tajfel and Turner (1986), or something like this (Tajfel & Turner, 1986). If the work contains three to five authors, the last names of the authors only have to be written out for the first time, such as Tse, Dasborough, and Ashkanasy (2008). For subsequent citations, the last name of the

first author will be used followed by “et al.”, such as Tse et al. (2008). If the work contains

six authors or more, only need to write out the last name of the first author followed by “et al.” even for the first time of citation. For direct quotation in the body of your paper, give the last name(s) of the author(s), the publication year, and the page number. Here is an example.

Team-member exchange (TMX) refers to a focal group member’s perceptions of his/her “willingness to assist other members, to share ideas and feedback and in turn, how readily information, help, and recognition are received from other members” (Seers, 1989: 119).

# Methodology

The Methodology part mainly contains the methods used for testing the research question, models or hypotheses. This part only applies to empirical papers.

# Second-level Heading

Second-level headings should be flushed with the left margin, bolded, and with title case.

**Third-level Heading.** Third-level headings should be indented 0.5” from the left margin, bolded, and with lowercase (except for the first word). Please ensure that no more than three levels of heading are used in the extended abstract or the full paper.

# Results

The Results part mainly presents the results obtained. This part only applies to empirical papers.

# Discussion

The Discussion part may contain a summary of the findings, contributions of the study including its theoretical insights and practical implications, limitations, directions for future studies, and others.

# Conclusion

The Conclusion part restates the problem or the issue that the paper addresses and highlights the importance of the study. It can also give a brief summary of future research directions.

**References** (*format*)

Heider, F. (1958). *The Psychology of Interpersonal Relations*. Wiley, New York.

Seers, A. (1989). Team-member exchange quality: A new construct for role-making research.

*Organizational Behavior and Human Decision Processes, 43,* 118-135.

Tajfel, H., & Turner, J. C. (1986). The social identity theory of intergroup behavior. In S. Worchel, & W. G. Austin (Eds.), *Psychology of inter-group relations* (pp. 7-24). Chicago: Nelson-Hall.

Tse, H. H. M., Dasborough, M. T., & Ashkanasy, N. M. (2008). A multi-level analysis of team climate and interpersonal exchange relationships at work. *The Leadership Quarterly*, *19,* 195-211.