**FULL PAPERS**

The author(s) of abstracts selected for this conference should upload a Word (docx) and/or pdf version of the full paper by **Friday 16th February 2018.**

Full papers should contain between 5000 and 7000 words, excluding references.

**The first page** of the full paper should include the following information:

**-** Title of the paper, 14 pt. bold, in capital letters

**-** Three to five key words

**-** Name(s), email address(es), and institutional affiliation(s) of the author(s)

**-** Short abstract of approximately 100 words

**-** Footnote with the name, postal address, telephone number and e-mail address of the corresponding author.

**Body of the text**

**-**The body of the text should use 12 pt Times New Roman font, with single spacing.

**-** Paragraphs should be separated by a line, with two lines before subheadings.

**-** Left and right margins should be 3cm (1.2 in).

**-** Top and bottom margins should be 2cm (0.8 in).

**-** Subtitles should be numbered consecutively (1, 1.1, 1.2).

**-** Major subtitles should be typed in bold uppercase, with minor subtitles in bold upper and lowercase.

**-** Footnotes should be kept to a minimum and numbered consecutively throughout the text with superscript Arabic number. They should be single-spaced, size 12 pt.

**References**:

**For books**: surname, initials (year), title of book, publisher, place of publication. E.g. Fineman, S. (1993), Emotion and Organizations, Sage, London.

**For book chapters**: surname, initials (year), 'chapter title', editor's surname, initials, title of book, publisher, place of publication, pages. E.g. Smircich, L. (1985), 'Is the Concept of Culture a Paradigm for Understanding Organizations and Ourselves?' in P.J. Frost, L.F. Moore, M.R. Louis, C.C. Lundberg and J. Martin (eds), Organizational Culture, Sage, London, pp. 55-72.

**For journal articles**: surname, initials (year), "title of article", journal name in full, volume, issue number, pages. E.g. Brocklehurst, M., Grey, C. and Sturdy, A. (2010), ‘Management: The work that dares not speak its name’, Management Learning, vol. 41 no. 1, pp. 7-19.

**For electronic sources**: electronic sources should include the URL of the electronic site at which they may be found. E.g. Kaufmann, B.C. (2001), 'The Workplace as a Learning Environment', Net Journal on Studies on Organizational Learning, vol. 5 no.2, January, pp. 45-57. Available at <http://www.netjournal.com/january>

**Tables and figures**: All the graphs and diagrams should be referred to as figures and numbered consecutively in Arabic numerals. Tables should be numbered consecutively in Arabic numerals, and integrated in the body of the text.

**DEVELOPMENTAL PAPERS**

The author(s) of abstracts selected for this conference should upload a Word (docx) and/or pdf version of the full paper by **Friday 16th February 2018.**

Developmental papers should be based on a revised version of the original abstract and contain 1800 words, excluding references.

**The first page** of the full paper should include the following information:

**-** Title of the paper, 14 pt. bold, in capital letters

**-** Three to five key words

**-** Name(s), email address(es), and institutional affiliation(s) of the author(s)

**-** Footnote with the name, postal address, telephone number and e-mail address of the corresponding author.

**The Revised Abstract**

1. Brief introduction
2. Summary of the literature
3. Brief outline of research methods
4. Findings and main implications
5. Main references (not included in word count)

**Body of the text**

**-**The body of the text should use 12 pt Times New Roman font, with single spacing.

**-** Paragraphs should be separated by a line, with two lines before subheadings.

**-** Left and right margins should be 3cm (1.2 in).

**-** Top and bottom margins should be 2cm (0.8 in).

**-** Subtitles should be numbered consecutively (1, 1.1, 1.2).

**-** Major subtitles should be typed in bold uppercase, with minor subtitles in bold upper and lowercase.

**-** Footnotes should be kept to a minimum and numbered consecutively throughout the text with superscript Arabic number. They should be single-spaced, size 12 pt.

**PRACTICE-LED PAPERS**

The author(s) of abstracts selected for this conference should upload a Word (docx) and/or pdf version of the full paper by **Friday 16th February 2018.**

Practice-led papers should be a minimum of 3000 and not more than 6000 words (see guide below), excluding references.

**The first page** of the full paper should include the following information:

**-** Title of the paper, 14 pt. bold, in capital letters

**-** Three to five key words

**-** Name(s), email address(es), and institutional affiliation(s) of the author(s)

**-** Short abstract of approximately 100 words

**-** Footnote with the name, postal address, telephone number and e-mail address of the corresponding author.

**The Paper**

1. **Introduction: setting-out the nature of organizational practices addressed in paper (500 words)**
2. **Outline of main ideas that influenced the practitioner’s work (500 words)**
3. **Outline of main problem(s) and approach adopted by practitioner (500 words)**
4. **Finding/discussion explaining how the problem was resolved – for example (1500 words)**
   * **Application of an existing theory of management**
   * **Development of professional practices or policies**
   * **A first-hand (ethnography) of engagement with learning/knowledge management**
5. **Conclusions and/or reflections on personal and organizational learning (500 words)**

**Body of the text**

**-**The body of the text should use 12 pt Times New Roman font, with single spacing.

**-** Paragraphs should be separated by a line, with two lines before subheadings.

**-** Left and right margins should be 3cm (1.2 in).

**-** Top and bottom margins should be 2cm (0.8 in).

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**For book chapters**: surname, initials (year), 'chapter title', editor's surname, initials, title of book, publisher, place of publication, pages. E.g. Smircich, L. (1985), 'Is the Concept of Culture a Paradigm for Understanding Organizations and Ourselves?' in P.J. Frost, L.F. Moore, M.R. Louis, C.C. Lundberg and J. Martin (eds), Organizational Culture, Sage, London, pp. 55-72.

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**For electronic sources**: electronic sources should include the URL of the electronic site at which they may be found. E.g. Kaufmann, B.C. (2001), 'The Workplace as a Learning Environment', Net Journal on Studies on Organizational Learning, vol. 5 no.2, January, pp. 45-57. Available at <http://www.netjournal.com/january>

**Tables and figures**: All the graphs and diagrams should be referred to as figures and numbered consecutively in Arabic numerals. Tables should be numbered consecutively in Arabic numerals, and integrated in the body of the text.

**DOCTORAL PAPERS**

The author(s) of abstracts selected for this conference should upload a Word (docx) and/or pdf version of the full paper by **Friday 16th February 2018.**

Full papers should contain between 4000 words (plus 300 words explaining the main problems faced in doctoral study), excluding references.

**The first page** of the full paper should include the following information:

**-** Title of the paper, 14 pt. bold, in capital letters

**-** Three to five key words

**-** Name(s), email address(es), and institutional affiliation(s) of the author(s)

**-** Short abstract of approximately 100 words

**-** Footnote with the name, postal address, telephone number and e-mail address of the corresponding author.

**Body of the text**

**-**The body of the text should use 12 pt Times New Roman font, with single spacing.

**-** Paragraphs should be separated by a line, with two lines before subheadings.

**-** Left and right margins should be 3cm (1.2 in).

**-** Top and bottom margins should be 2cm (0.8 in).

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**For book chapters**: surname, initials (year), 'chapter title', editor's surname, initials, title of book, publisher, place of publication, pages. E.g. Smircich, L. (1985), 'Is the Concept of Culture a Paradigm for Understanding Organizations and Ourselves?' in P.J. Frost, L.F. Moore, M.R. Louis, C.C. Lundberg and J. Martin (eds), Organizational Culture, Sage, London, pp. 55-72.

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