



## International Conference

On

# Creating & Managing Responsible Organisations- An Emerging Economy Perspective

(ICCMRO'23)

**October 12 - 14, 2023**

SUBMISSION GUIDELINES FOR  
**EXTENDED ABSTRACT/ FULL  
PAPER**

**Please read these guidelines carefully  
and strictly follow them when creating your submission!**

**Submissions that do not adhere to the guidelines will be deleted from the system.**

The submission date is **September 15, 2023 (17:00 IST Time)**

**You can submit maximum of 3 extended abstracts as the presenting author.** However, you can be the non-presenting and non-submitting author of multiple submitted abstracts. Participation in special sessions is exempted from this one-presenter limitation.

By submitting the extended abstract, the **submitting author is expected to attend the conference in online or offline mode and presenting the paper.** If after acceptance of the extended abstract the submitting author would be unable to participate in the conference, **atleast** one of the co-authors can take over the presenting role.

Before submitting to one of the conference tracks, kindly go through the Conference brochure to look at the themes and sub-themes. However, the acceptance of extended abstracts are not fully limited to the themes and sub-themes, provided they cover any research on Responsible Organizations.

**Upon acceptance, you need to choose, whether you want to publish the full paper (as per prescribed journal guidelines) or only the extended abstract (6 pages) in the ICCMRO conference proceedings.**

All Extended Abstracts will be evaluated through a double-blind review process. Evaluation will be based on the quality of the research, the novelty of the findings, the contribution to the organizational responsibility discipline.

### **General Guidelines for Submitting Extended Abstracts/Full Paper**

All guidelines and criteria below apply for submissions to one of the regular conference themes.

1. All submissions should be **uploaded as word-files**.
2. All extended abstracts are **limited to 6 pages** for Conference Proceedings.  
This includes: the Cover/title page, Introduction, Methodology, Findings, Conclusion with tables and figures. References are not included in this. But references must not exceed 2 pages.
3. Those who are interested to submit their full paper in Vision, they can submit the full paper following Vision guidelines, the link of the Vision guidelines is provided. [Author guidelines of Vision: The Journal of Business Perspective](#)
4. When you submit the extended abstract/full paper, make sure you have submitted the **required information for every co-author**. All authors' names and affiliations will be published in the conference proceedings exactly as you have entered them.

5. The order of the author and co-authors can be changed until the submission deadline, but the submitter of the paper will be considered as correspondent author and presenter.
6. Empirical papers must state the objectives of the research, the research method, major results, implications, and key references.
7. Conceptual papers are considered but will be evaluated by strict criteria for conceptual contribution.

### **Formatting Requirements**

When you prepare your extended abstract/full paper for submission, please make sure that you follow the formatting guidelines very carefully.

#### **Extended abstracts/Papers should be:**

- 1.5 spaced and left justified throughout
- Times New Roman 12-point font  
(except for the title, which should be Times New Roman 14-point font)
- A4 size page formatting
- 2.5cm margins at all sides (top, bottom, left, right)
- **Remove any author or institutional identifying information from the ‘file properties’ of your document.**

## Structure of the extended abstract/full paper:

- **Do not include the author(s)' name(s) on the title page or in any other part of the paper.**
- Should display the **title of the paper**.  
Format: centered, bold, and Times New Roman 14-point font
- This is followed by a brief **abstract of 200 words** summarizing the main goals, findings and conclusions of your research. Compliance to the word limit is required to enable a standardized layout for conference program book and the proceedings.  
Format: left justified, Times New Roman 12-point font
- Specify a maximum of **3 keywords**  
Format: left justified, regular, italic and Times New Roman 12-point font
- **Main body of your extended abstract/ full paper**
  - **Should start on page 2**, including tables, figures, and technical details if required (such as mathematical proof).
  - At the start of each new paragraph or section, you should **indent the first line**.
  - **Headings and sub-headings.**
    - Major headings should be numbered sequentially, left justified and bolded (**1. Major Heading**). The first letter of each major word should be capitalised and all of the other words should be in lower case. One single space line should precede, and one single space should follow a major heading
    - Sub-headings should be numbered according to the main heading, left justified, regular and in italics (*1.1 Sub-heading*). One space line should precede a sub-heading. Only the first letter of the first word should be capitalised.
    - Sub sub-headings should be avoided unless necessary (*1.1.1 Sub sub-heading*).  
If you use sub sub-headings they should be numbered according to the main heading, left indented, regular and in italics. No empty space lines should precede or follow a sub sub-heading. Only the first letter of the first word should be capitalized.

- **Figures and Tables** should be integrated within the text as close as possible to where they are first mentioned.
- Footnotes should be avoided unless necessary. If used, footnotes should be numbered consecutively throughout the text with superscript Arabic numerals.
- **Formulae.** Displayed formulae should be numbered consecutively throughout the paper as (1), (2), etc., against the right-hand margin of the page.
  
- **References in the main text.**
  - References to publications in the text should follow APA style. They should include the author's name(s) and year of publication.
  - For full details see the [author guidelines of Vision: The Journal of Business Perspective](#). Below are some basic rules and examples:
    - **For publications by one author. *Either:***
      - (a) as Makovec-Brenčič (2015) reported ..., or
      - (b) Only one prior study has addressed this issue (Makovec-Brenčič, 2015).
    - **For publications by two authors: *Either:***
      - (a) as Makovec-Brenčič and Wagner (2015) reported or
      - (b) Only one prior study has addressed this issue (Makovec-Brenčič & Wagner, 2015).
    - **For publications by three to five authors:**
      - For the first instance the reference is mentioned, use *either:*
        - (a) as Makovec-Brenčič et al. (1999) reported or
        - (b) Only one prior study has addressed this issue (Makovec-Brenčič et al., 1999).

