

Guidelines for Authors

Deadlines

- ✓ **31 December 2009:** Outlines Only (All submissions)
- ✓ **31 January 2010** Acceptance Notification
- ✓ **23 April 2010:** Final Submissions (including abstracts, papers, slides, profiles & photos), registration and payment

Submission Types

The table below describes the possible submission types for this conference. All files should be submitted online at www.conferencesubmissions.com/ispim2010 by the respective deadline date. **Do NOT email submissions to ISPIM.** Please note that due to the popularity of this event, only one submission per person and only one presentation per person is permitted. There is no limit on co-authoring or co-presenting.

Submission Types	Description	Documents required				
		Outlines*	Abstract	Paper	Slides & presentation	Lead Presenter Photo & Profile
		(by 31 Dec 09)	(by 23 April 10)			
Full Academic Paper Submissions	Accomplished substantial research results of an empirical or theoretical nature.	800-1000 words : text only using structured headings template	125-150 words of plain text summarising the submission	Max 5000 words (ISPIM paper template)	Max 10 slides 15 mins + session discussion	Photo 90 x110 px Profile max 150 words of text
Short Academic Paper Submissions	Implementation information or work-in-progress.	250-500 words : text only using structured headings template		Max 2500 words (ISPIM paper template)		
Practitioner Presentation Submissions	Substantial demonstrations of significant successful business practices and insights.			Optional No max length. (ISPIM paper template)		
EU/Other Funded Project Submissions	Description or results from EU or other similar funded projects.					

* all outlines are double-blind evaluated for acceptance to the conference. All papers with potential for journal publication are double blind reviewed.

Outlines: (.txt)

You must use the headings below to structure the outline. You must not include a reference list or bibliography, but you can put references in the text. You must not include author identifiers, graphics, tables, formatted text or automatic bullets. The outline is to be copied and pasted into a text box during the submission process. **If your outline does not use the structured headings and comply with these instructions it will not be considered for evaluation. No exceptions will be made!**

- **Keywords:** List no more than 5 keywords
- **Problem:** What specific problem does the submission focus on?
- **Current understanding:** What is known about this problem?
- **Research question:** What is the submission's goal?
- **Design/methodology/approach:** How was the study/work executed?

- Findings: What are the main outcomes?
- Contribution: What does the submission add to current understanding?
- Practical implications: Who will gain why and in which way from the findings?

Abstract (.txt)

125-150 words of plain text in one paragraph that summarises the submission. This should be copy/pasted from your paper if you are an academic submission or be a new summary if you are a practitioner presentation. Do not include a title or any other information other than the abstract block of text.

Paper (.pdf)

You MUST use the conference paper templates and stick to the lengths indicated above. Please include author identifiers. Word maximums exclude references.

Photo (.jpg) The photo should be 90 x 110 pixels. It should be of the lead presenter. Please avoid including co-authors/presenters unless you feel it to be absolutely necessary.

Presentation (.ppt or .pps or .pdf)

All presentations should have max 10 slides.

Profile (.txt)

Please include up to 150 words on the lead presenter. You may also include other authors and presenters. Please do not include photos/images/formatted text etc.

Evaluations:

The evaluation of Outlines is conducted by the Scientific Committee on double blind basis. The Committee contains academic, scientific and industry expertise. The two primary evaluation criteria for conference acceptance are:

1. Is the submission topic relevant to the conference
2. Is the submission of sufficient quality or originality to be of interest to delegates?

Typically, less than half of the Outlines submitted are accepted and then presented at the conference. Please note that papers that have the potential for journal publication are double blind reviewed with full feedback and iterative revision.