

**Short title (up to 40 characters including spaces)
subtitle (if applicable)**

Author1* and Author2
affiliation

full postal address

**Corresponding author: Author1
e-mail, telephone and fax number of each author*

Abstract

Self-contained summary of up to 100 words outlining in a single paragraph the aims, scope and conclusions of the paper.

Keywords: Up to three key words or phrases (maximum 10 words in total) to facilitate access and indexing

Instructions for authors

Please use A4 paper size (no US Legal or other). Font used should be Times New Roman, 12 pt (across the whole document). The text should be single-spaced and justified to both margins. Left-hand and right-hand margins of 25 mm. Top margin and bottom margin of 25 mm.

The text should be organized under appropriate section headings, which, ideally, should not be more than 600 words apart. All headings should be aligned with the left-hand margin, with a double line space above and below. All measurements should be given in metric (SI) units.

The text should follow the following arrangement: Title and author information; Main body of text, divided under headings; References; Appendices.

Please, note that Tables and Illustrations should be placed into the text (in to their right places, NOT in the end of the paper).

Headings

Section headings; first level in **bold**, second level in *italics*. No section numbering. No page numbers and no headers or footers.

Paper length

Instructions concerning the length of the papers should be followed accordingly. Paper length (including all references, figures, tables, etc.), max.:

Working paper (final paper): 10 pages.

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Citations in the text

Papers must be prepared according to the following guidelines, which are similar to the ones used by the Journal of Purchasing & Supply Management. Please, follow the guidelines below.

For works with one or two authors, use: (Author1 and Author2, Year). Example: (Yin, 2003) or (White and Poynter, 1990).

For works with more than two authors, use: (Author1 et al., Year) example: (Harland et al., 2005), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year).

Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Van Raaij et al., 2007; Yin, 2003).

References

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References should be arranged alphabetically by first author name. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication, example: (Harland et al., 2005a).

Reference to a journal publication

Harland, C., Knight, L., Lamming, R., Walker, H., 2005. Outsourcing: Assessing the risks and benefits for organisations, sectors and nations. *International Journal of Operations & Production Management* 25 (9), 831-850.

Reference to a book

Yin, R.K., 2003. *Case Study Research: Design and Methods*. Third ed. Sage, Thousand Oaks, CA.

Reference to a chapter in an edited book

White, R.E., Poynter, A.T., 1990. Organizing for world-wide advantage. In: Bartlett, C.A., Doz, Y., Hedlund, G. (Eds.). *Managing the Global Firm*. Routledge, New York, NY, pp. 95–113.

Reference to conference proceedings

Van Raaij, E.M., Brandon-Jones, A., Reunis, M.R.B., 2007. The impact of e-procurement quality factors on user acceptance of e-procurement systems. *Proceedings of the 16th IPSERA Conference*, 1–4 April 2007, Bath UK.