

## SOUTHWEST ACADEMY OF MANAGEMENT INSTRUCTIONS FOR PREPARING PROCEEDINGS

↑ Double Space  
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**ABSTRACT**

This document explains how papers submitted for the *Southwest Academy of Management Proceedings* should be formatted. You will email the paper to [bkulik@angelo.edu](mailto:bkulik@angelo.edu). **PLEASE REMEMBER TO SUBMIT THIS PAPER IN MS WORD FORMAT.** This document includes examples of the correct format. Please follow these format instructions carefully. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor. We recommend that you print samples of your paper to verify the correct margin settings.

### TITLE

See example above at top of page. The title of your paper should be printed, in capital letters, on the first page, centered across the top of the column, using 12 point, bold, Times Roman type. Use a maximum of three lines, single spaced, followed by a blank line.

### AUTHOR(S)

See example above. The author(s), affiliation(s), and email address(es) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc. Skip two lines after the last author and start column on the third line.

### ABSTRACT

See example above. Introduce the paper with an abstract of approximately 100 words. The abstract should be in a single column format, with full justification. Begin with the first-level heading "ABSTRACT" centered above the single-spaced abstract text.

### BODY

- Triple-space after the last author's name in the title before beginning the Abstract.
- Each paragraph should be in a single column format with full justification.
- Follow the abstract with a first-level heading that introduces the body of the paper.
- Set margins to 1 inch on all sides: In the Layout tab, set the Margins to "Normal".
- Remove paragraph spacing: In Design tab: "Paragraph Spacing"; select "No Paragraph Space".
- All paragraphs should be *aligned with the left margin* (no paragraph indent).
- Double-space between paragraphs, and before and after headings.
- Use *full justification* for all paragraphs.
- All text in *12 point font with Times New Roman* type and submitted in MS Word format.
- NO page numbering.

## HEADINGS

All headings should be in bold type.

- First-level headings should be in bold capital letters and centered across the column.
- Second-level subheadings should be in bold and aligned left. Only the initial letter of each word in the second-level subheadings should be in capital letters. Please do not use headings other than these two types. One line space should separate headings from the preceding text.
- Third-level headings (if necessary) should be in bold and italics and written as a sentence at the beginning of the paragraph that follows.

## ILLUSTRATIONS AND CAPTIONS

Illustrations (tables, figures, graphs, etc.) and their explanations (citations, etc.) should be located on the same page. Captions for illustrations should be centered and should appear above the illustration as follows:

## TABLES AND FIGURES

Remember that all art work, captions, figures, graphs, and tables will be reproduced exactly as you submit them. Therefore, be sure to scan into position all your work exactly as you want it to appear in the final paper.

Titles for tables should begin with “Table 1.”, “Table 2.”, “Table 3.”, etc. (without the quotes). Center the title of the table above the actual table. Insert/embed tables where they should appear in the body of the paper.

Figures titles should be the same as table titles: Titles for figures should begin with “Figure 1.”, “Figure 2.”, “Figure 3.”, etc. (without the quotes). Center the title of the figure above the actual figure. Insert/embed figures where they should appear in the body of the paper.

## FOOTNOTES

Footnotes are not acceptable.

## EQUATIONS

All equations should be placed on separate lines and numbered consecutively, with equation numbers placed within parentheses and aligned with the right margin. The following example shows a correctly formatted and identified equation.

$$R_I = f(X_I) \tag{1}$$

Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable.

## APPENDICES

If the paper includes an appendix, it should immediately follow the body of the paper (using the first-level heading "APPENDIX") and precede the references. If there is more than one appendix, they should be numbered consecutively.

## REFERENCES

For inclusion in the proceedings, your paper must include a complete reference list. Papers without references will be returned to the authors.

The word REFERENCES should appear centered above the list of references. Entries should appear in alphabetical order and should follow the format of the *Publication Manual of the American Psychological Association*, as noted by the examples that follow:

Bedeian, A.G. (1980). *Organizations: Theory and Analysis*. Hinsdale, IL: Dryden.

Euske, N.A., & Roberts, K.H. (1987). Evolving perspectives in organization theory, communication applications. In F.M. Jablin, L.L. Putnam, K.H. Roberts & L.W. Porter (Eds.), *Handbook of Organizational Communications: An Interdisciplinary Perspective* (pp. 18-40). Newbury Park, CA: Sage.

Lang, J.R., & Lockhart, D.E. (1990). Increased environmental uncertainty and changes in board linkage patterns. *Academy of Management Journal*, 33, 106-128.

## CHECKLIST FOR PAPERS

- Title of paper is in ALL CAPS, bold, and centered.
- Authors: names, affiliations and email addresses.
- Triple-space after the last author's name in the title before beginning the Abstract.
- Abstract: 100 words or less.
- Boldface type for all headings.
- 1<sup>st</sup> level headings: All caps, bold, centered.
- 2<sup>nd</sup> level headings: Title caps, bold, aligned left.
- 3<sup>rd</sup> level headings: Bold & italics and written as a sentence at the beginning of the paragraph that follows
- Margins are set to 1 inch on all sides.
- Paragraph spacing removed.
- All paragraphs are *aligned with the left margin* (no paragraph indent).
- Double-space between paragraphs, and before and after headings.
- All paragraphs use *full justification*.
- Entire paper in *12 point font with Times New Roman* type
- Paper submitted in **MS Word format**.
- Tables and figures are embedded in the body of the paper in locations that they are first discussed, with consistent titles.
- Equations are placed on separate lines and numbered consecutively, with equation numbers placed within parentheses and right-margin aligned
- NO page numbering.