

# GRONEN 2012 SUBMISSION GUIDELINES

## Deadline for Submission: 15 February, 2012

GRONEN 2012 encourages different types of submissions that contribute to different session formats:

- a) Full scholarly papers
- b) Short papers on ongoing projects and work in progress
- c) Submissions to the oikos Faculty Symposium (cases, project descriptions, syllabi)
- d) Position statements

### a) Full paper submissions

All full paper submissions undergo a double-blind review process prior to acceptance. Full papers will be assessed with regard to their rigour and quality similar to a submission to a high-ranking academic journal.

Full paper submissions should respect the following guidelines:

- Submitted papers **must not** have been previously presented, scheduled for presentation, published, or accepted for publication
- Submissions comprise **two documents**:
  - 1) A title page
  - 2) The manuscript including the abstract, the main text, all figures, tables, and references.
- The title page must contain:
  - The title of the paper: centered in bold 14pt
  - Name of the authors, as well as their affiliation, contact information and email address.
- The manuscript must be structured as follows
  - The first page of the manuscript should contain
    - The title of the paper centered 14pt
    - An abstract of maximum 250 words
    - Up to five keywords
  - Please **do not include any author information** on the first page of the manuscript.
  - The main text should start on page 2 of the manuscript.
- The length of the paper **must not exceed 30 pages** including all tables, appendices and references.
- The format for tables, figures, references, and appendices should follow the style guide of Business & Society (for details see [here](#)).
- Use Times New Roman 12-pitch font, double spaced, and 1-inch (2.5 cm) margin all around throughout the manuscript
- Number all of the pages of the paper
- To facilitate the blind review process, **remove any author identifying information**, including acknowledgements, from the text and from the file.

## b) Short paper submission

Short papers present work in progress or current research project. The focus of these short papers is to highlight the (intended) contribution, the methodological approach and of submitted work. All short paper submissions will undergo a double-blind peer review process. Submissions will be selected with regard to the potential contribution and novelty they promise.

Short paper submissions should respect the following guidelines:

- Submitted papers **must not** have been previously presented, scheduled for presentation, published, or accepted for publication
- Submissions comprise **two documents**:
  - 1) A title page
  - 2) The manuscript including the abstract, the main text, all figures, tables, and references.
- The title page must contain:
  - The title of the paper: centered in bold 14pt
  - Name of the authors, as well as their affiliation, contact information and email address.
- The manuscript must be structured as follows
  - The first page of the manuscript should contain
    - The title of the paper centered 14pt
    - An abstract of maximum 250 words
    - Up to five keywords
  - Please **do not include any author information** on the first page of the manuscript.
  - The main text should start on page 2 of the manuscript.
  - At the end of the paper, authors should include a section where they highlight and summarise
    - the intended main contribution of the research
    - the methodological approach of the research, and
    - the areas or questions for which input and comments to further develop the paper are most needed.
- The length of short papers must not exceed 15 pages including all tables, appendices and references.
- The format for tables, figures, references, and appendices should follow the style guide of Business & Society (for details see [here](#)).
- Use Times New Roman 12-pitch font, double spaced, and 1-inch (2.5 cm) margin all around throughout the manuscript
- Number all of the pages of the paper
- To facilitate the blind review process, **remove any author identifying information**, including acknowledgements, from the text and from the file.

## c) Submissions to the oikos Faculty Symposium

Submissions to the oikos Faculty Symposium Submissions will be selected through a single-blind selection process by members of the scientific committee. Participants

are invited to submit contributions to one of the following three Professional Development Workshops.

PDW 1: Re-designing Management Education: Curricula Development Laboratory

PDW 2: Methods in Teaching Corporate Sustainability: Impact Assessment Laboratory.

PDW 3: Teaching Case Development Laboratory

Selected submissions will be presented and discussed at the respective PDW. The scientific committee will present an award for the best teaching innovation submitted.

- Submissions comprise **only one document**:
- The title page of the document must contain:
  - The title of the contribution: centered in bold 14pt
  - Name of the authors, as well as their affiliation, contact information and email address.
  - Addressed PDW:
    - PDW1 (Re-designing management education)
    - PDW 2 (Methods in teaching corporate sustainability)
    - PDW3 (Teaching case laboratory)
  - A short statement how the submission could contribute to the workshop.

There are no additional formal requirements for contributions to the oikos Faculty Symposium.

#### **d) Submissions of position statements**

For the two special topic workshops we invite submissions of short positions statements. In these position statements scholars have the opportunity to sketch out ideas, thoughts, and comments on the potential role and contribution of sufficiency and open source for corporate sustainability research. Submissions will be selected through a single-blind selection process by the scientific committee. Selected position statements will serve as an input to the discussion at the special topic workshops.

Position statements should respect the following guidelines:

- Submissions comprise **only one document**:
- The title page of the document must contain:
  - The title of the position statement: centered in bold 14pt
  - Name of the authors, as well as their affiliation, contact information and email address.
- The manuscript must be structured as follows
  - The main text should start on page 2 of the manuscript.
  - At the end of the text, authors should propose three questions for discussing their position statements
- The length of short papers must not exceed 4 pages including the title page, all tables, appendices and references.

- The format for tables, figures, references, and appendices should follow the style guide of Business & Society (for details see [here](#)).
- Use Times New Roman 12-pitch font, double spaced, and 1-inch (2.5 cm) margin all around throughout the manuscript
- Number all of the pages of the paper

### **Schedule and format of submissions**

All submissions are electronic (either .doc or .pdf) and should be sent via **email** to [submissions@gronen2012.org](mailto:submissions@gronen2012.org) by **15 February 2012**. Please state in your email the **type of submission** you want to make (full paper, short paper, position statement, oikos Symposium: PDW 1, 2 or 3). Authors need to make sure that the **submission prints correctly** (i.e. all imported figures and tables are there), and ensure that the **file is virus-free**.