



## INTERNATIONAL ACADEMY OF BUSINESS DISCIPLINES

### GUIDELINES FOR PREPARING AN ABSTRACT FOR THE 2021 IABD PEER-REVIEWED CONFERENCE PROCEEDINGS

**Deadline for submitting formatted Abstract on easychair: March 14, 2021**

#### ABSTRACT SUBMISSION

*Only registered participants who are presenting at the International Academy of Business Disciplines (IABD) Conference are eligible to submit a final abstract for publication.* Please follow these format guidelines carefully. All final abstracts for the *Proceedings* must be sent in MS Word format by March 14, 2021 to Kaye McKinzie, University of Central Arkansas, [kmckinzie@uca.edu](mailto:kmckinzie@uca.edu), who will be the Proceedings Liaison with Track Chairs and Authors. Abstracts received after that deadline may not be included.

*Proceedings* submissions must comply with the formatting guidelines below. We recommend that you print a sample of your abstract to verify the correct margin settings. Abstracts that deviate from these instructions will not be published. Acceptance or rejection of an abstract will be at the discretion of the Track Chairs and Proceedings Editor.

The IABD 2021 *Proceedings* will be distributed online at [iabd.org](http://iabd.org).

#### FORMAT AND SUBMISSION GUIDELINES

##### Language

Your file may contain traditional English characters only. It should **NOT** contain any other language characters such as Hebrew, Korean, Spanish, or Chinese.

##### Copyright

Material printed in the IABD 2021 *Proceedings* is considered published. However, the copyright for all abstracts published in the *Proceedings* remain with the authors. **Do not submit an abstract of a paper that is already copyrighted**, which would violate copyright restrictions. Authors assume full responsibility for their submission.

##### Title

The title of the paper should be centered, **NOT TO EXCEED TWO LINES**, and typed in caps. It should be Times New Roman – 12 point font.

The author(s) and affiliations(s), followed by email address, should be centered, single-spaced and typed beginning on the second line below the title. Use Times New Roman, 12-point font. Do **NOT** use titles such as **Dr.** or **Professor, DBA,** or **Ph.D.** Additional authors and affiliations should be written under the author. **NO MORE THAN THREE AUTHORS PER SUBMISSION.**

**Example:**

**THE NEED FOR FIRE SERVICE PROFESSIONAL DEVELOPMENT**

R. Jeffrey Maxfield, Utah Valley University

[JMaxfield@uvu.edu](mailto:JMaxfield@uvu.edu)

John R. Fisher, Utah Valley University

[John.Fisher@uvu.edu](mailto:John.Fisher@uvu.edu)

The abstract text should appear one line space below the abstract heading. It should be between 150 to 250 words. **NOT** to fall below 150 words and not to exceed 250 words. Word count should not include the title, authors, and affiliations.

**Example:**

The importance of fire and emergency services professional development standards has never been more apparent than during the last few years. With the events of September 11, 2001, the need for improved leadership in the emergency services has become evident. The International Association of Fire Chiefs has introduced a professional development standards model, based on a definition of professional development. The standard recognizes that emergency response training activities are more prevalent in the early stages of a career and that organizational skills grow with a shift to an education emphasis. This paper will introduce a new leadership model along with the International Association of Fire Chiefs' standard and discuss their relevance and importance in the fire and emergency services arena. By adopting this new model as an accepted industry standard and raising the level of expectation for those working in the field, a safer community, state and nation may be assured, improving the standard of living for all citizens.

**GENERAL GUIDELINES**

- **Title of paper:** all caps, bold type, single-spaced, and centered
- **Authors:** include affiliations and email addresses – **no more than three authors**
- **THE WORD ABSTRACT IS NOT NECESSARY** since the section will be titled **Conference Abstracts.**
- **Abstract:** 150 to 250 words
- All abstracts must be typed in Microsoft Word using Times New Roman – 12 point font.
- Margins should be set to 1 inch top, bottom, left, and right.
- Do not indent first line of paragraph
- Check grammar and spelling of the abstract before submission.
- **All *Proceedings* guidelines should be observed for the abstract to be included in the 2021 IABD Peer Reviewed *Proceedings*.**

**Example:**

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**Questions???**

If you have any questions about these proceedings guidelines, send an email to:  
Kaye McKinzie, Proceedings Liaison, [kmckinzie@uca.edu](mailto:kmckinzie@uca.edu)

## IABD JOURNAL SUBMISSION DEADLINES

**Deadline for submitting formatted paper for spring/summer issue: 2/28/2020**  
**Deadline for submitting formatted papers for future issues will be announced.**

### IABD JOURNAL SUBMISSION (SEE QRBD STYLE GUIDE FOR AUTHORS)

If you plan to submit your paper, 16-20 single spaced pages, for consideration in one of the IABD peer reviewed journals, then please format per the style guide for authors and email to VP of Publications, Dr. Margaret A. Goralski, [Margaret.Goralski@quinnipiac.edu](mailto:Margaret.Goralski@quinnipiac.edu).

The attendance of at least one author is required at the IABD Conference for a paper to be considered for publication in the IABD journals. Your manuscript will be distributed to one of the following journals dependent on content.

#### **International Academy of Business Disciplines Journals**

*Quarterly Review of Business Disciplines (QRBD)* – Editor-in Chief, Margaret A. Goralski

*Journal of International Business Disciplines (JIBD)* – Chief Editor, Ahmad Tootoonchi

*International Journal of Interdisciplinary Research (IJIR)* – Chief Editor, Ahmad Tootoonchi

*The Journal of Promotion Management* is an additional journal that is associated with IABD. If you plan to submit your paper to this journal, then please contact the Editor, Hooshang Beheshti, [hbehest@runet.edu](mailto:hbehest@runet.edu) for more specific guidelines.

#### **Questions???**

If you have any questions about journal publication guidelines, send an email to:  
[Margaret.Goralski@quinnipiac.edu](mailto:Margaret.Goralski@quinnipiac.edu)