Conference submission guidelines

General guidelines for submissions:

1. All submissions should be **uploaded as either word or pdf-files**.
2. **Paper submissions should include <u>two</u> separate documents:**
    1. anonymous paper (i.e., without the title page) that should NOT include any author information.
    2. cover page with the paper title and author information.
3. Papers/structured abstracts are **limited to 1,500-2,500 words.**
   This does not include references, but it does include everything else: the short abstract, tables and figures.
4. Cover page should include required information for all authors (names, affiliations) which will also be published in the proceedings.
5. By submitting you declare that (a) you agree to register for the conference and to present the paper, if the paper is accepted.
6. **Session proposals** should include a short description of the session theme and its relevance (200 - 400 words), list of session participants and short abstracts (200- 300 words) of their contributions.
7. In submitting special session proposals, the organizer and listed participants request that, if accepted, they all register and appear at the conference.
8. Submitted abstracts/special session proposals must not have been previously presented, scheduled for presentation, published, accepted for publication, and if under review, must not appear in print before the conference.

If accepted, you must choose whether to publish the full structured abstract or only the short abstract (1st page of your submission) in the CSRCOM conference proceedings. If you choose to publish only the short abstract, you must notify the conference team after your submission has been accepted.

Papers will be evaluated through a double-blind review process overseen by the conference committee.

The evaluation is based on the quality of the research, the novelty of the findings, the contribution to the broader field of CSR communication and the clarity of the presentation. You will receive a short feedback on the decision.

Formatting guidelines:

Formatting Requirements
When you prepare your paper for submission, please make sure that you follow the formatting guidelines.
Papers should be:
- 1.5 spaced and left justified throughout
- Times New Roman 12-point font with any section titles in bold

(except for the submission title, which should be Times New Roman 14-point font)
- A4 size page formatting
- Figures and tables should be integrated within the text

- References to publications in the text should follow APA style
  https://apastyle.apa.org/style-grammar-guidelines/references/examples

Structure of the submission (1,500-2,500 words excl. references)
- Paper title
- Short abstract (max. 150 words) with 3-6 keywords
- Main text that should: present in a concise way the purpose of the paper (introduction), main theoretical framework/ assumptions and:
  - the objectives of the research, the research method, major (or preliminary) results, implications (EMPIRICAL papers), or
  - a clear conceptual contribution with implications (CONCEPTUAL papers).
- References