

Paper Guidelines

9th European Congress of the International Industrial Relations Association (IIRA) 28 June-1 July 2010 at the University of Copenhagen

The deadline for full papers is: 1 April 2010

INTRODUCTION

These instructions need to be followed closely so that all congress papers have a consistent style and look the same. This document itself has been formatted according to the instructions and may be used as a model. Be aware that all delegates – both IR/ER researchers and practitioners – should be able to read and understand your paper.

PAPER PREPARATION

Length of papers

Maximum 7,000 words including references.

Type size and font

Arial 11 point for the text (and subtitle) and 13 point for the title.

Line spacing

Single line spacing in text sections.

Spacing between sections

Leave one blank line between sections of the paper. Leave one blank line between section and sub-section headings and the following text.

Emphasis and alignment

All text should be left justified. The title (and subtitle) should be left justified and bold. Section headings should all be capitals, left justified and bold. Sub-section headings should be left justified and bold. The names of authors should be in italics and left justified and they should be written next after the title like this:

Presenting author: XXX

Additional author(s): XXX

Organisation/affiliations & address details of presenting author: XXX

Organisation/affiliations & address details of additional author(s): XXX

Numbering of pages and headers/footers

Do not number pages or include running headers or footers.

Margin

Both left and right margin should be approx 1 inch.

Tables etc.

Tables, graphs/charts or line drawings can be used where appropriate. Tables and figures should be incorporated into the text close to where they are first referred to – they should not be separately grouped after the text. Each figure should have a caption at its foot, and should be referred to in full: e.g. Figure 1 (not Fig. 1). Tables should be numbered, fall within the

page margins and have their titles placed above them. Photos must be provided within the document as a quality digital image.

CONTENT AND STRUCTURE OF THE PAPER

Title

The title should be as brief as possible, while being accurate and descriptive.

Authors

All authors must be listed, followed by their affiliations (see above).

Body of the paper

The body of the paper should be broken down into sections such as Introduction, Background, Methods, Results, Discussion, and Conclusions.

Acknowledgements

People or organisations who have contributed significantly to the paper should be acknowledged.

References

References must be listed after the main text in alphabetical order by author. The references must be given in the author/date system: e.g. (Smith 1987), (Smith and Jones 1987), (Smith *et al.* 1987).