

JOMSA INSTRUCTIONS FOR PROCEEDINGS

General Instructions

The paper should be prepared using **A4** paper size (ISO 210 x 297 mm) using the **Times New Roman** font according to the format described below. The authors are strongly urged to follow these instructions to ensure the production of uniformly high-quality proceedings. Margins should be: top 35 mm, bottom 30mm, left and right 25 mm each. An example of the paper layout is provided at the end of this document. In preparing a draft, use the JOMSA provided template, JOMSA-template-English.

The overall length of the paper, including illustrations, tables, and references, should be limited to 4-16 pages (within 5MB PDF file). Pages should be numbered, including the first page, as is done here. Papers should be organized in the following sequence:

- Title of the paper, name(s) of the author(s), affiliation(s)
- Abstract
- Keywords
- Introduction
- Main subject matter
- Conclusions
- Acknowledgments (when applicable)
- References

Title, Authors, Affiliation

The paper should include the name(s) of the author(s), and affiliation.

Abstract

The abstract should not exceed 150 words.

Keywords

Up to three keywords should be included.

Headings

Section headings should be typed **boldface**, ALL IN CAPITAL LETTERS, flush with the left-hand margin. Subheadings should be *italicized*, flush with the left-hand margin. Only the first letter of the subheading is capitalized. Leave one blank line before headings. Do not leave any space below headings and subheadings. Leave one line between sections.

Main text

Use Times new Roman Font, 12 points, justified. The first paragraph of each section and subsection should not be indented. Subsequent paragraphs should be indented by 0.5 cm.

Footnotes

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations.

Figures and tables

Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be sharp and clear. Captions should be placed **below figures** and **above tables**. They are typed in Times New Roman 11, in italics, and centered. Leave one line before and after tables and figures.

References

References to other publications should be in Harvard style. Each reference should not be indented, but the second line on, if necessary, should be indented by 0.5 cm. They should contain full bibliographical details. Journal titles should not be abbreviated. References should be presented as follows: Within the text: Author's last name followed by a comma and the year of publication, all in round brackets; e.g., (Fox, 1994). They are typed in Times New Roman 10 pt.

At the end of the article, list all references in alphabetical order.

For books: Surname, Initials, (Year of Publication), *Title*, Publisher, Place of Publication
Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

For chapters in edited books: Surname, Initials, Year, "Title," Editor's name, Initials, *Title*, Publisher, Place, Pages.

Bessley, M. and Wilson, P. (1984), "Public policy and small firms in Britain," in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials, Year, "Title," *Journal*, Volume, Number, Pages.

Fox, S. (1994), "Empowerment as a catalyst for change: and example from the food industry," *Supply Chain Management*, Vol.2, No.3, pp. 29-33.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access.