

# Guidelines and criteria for the submission of short papers at EGOS Colloquia



European  
Group for  
Organizational  
Studies

**Short papers** should focus on the main ideas of the later full paper, i.e. they should explain the purpose of the paper, theoretical background, the research gap that is addressed, the approach taken, the methods of analysis (in empirical papers), main findings, and contributions. In addition, it is useful to indicate clearly how the paper links with the sub-theme and the overall theme of the Colloquium, although not all papers need to focus on the overall theme. Creativity, innovativeness, theoretical grounding, and critical thinking are typical characteristics of EGOS papers.

Your short paper should comprise 3,000 words (inc. references, all appendices and other material).

**Submission period** for short papers for the 30<sup>th</sup> EGOS Colloquium in Rotterdam, July 3–5, 2014:

Start: Monday, September 16, 2013

End: Monday, January 13, 2014, 23:59:59 Central European Time (CET)

**Please note: The deadline of January 13, 2014 is unchangeable and therefore extensions can categorically not be granted!**

## Prior to uploading your short paper, please note:

- 1** To upload a short paper, you have to be **either (a)** a so-called "registered user" **or (b)** an active (or former) EGOS member:
  - a)** If you have never been an EGOS member, never uploaded a short paper for one of the previous EGOS Colloquia or never attended an EGOS Colloquium before, you first of all need to become a [registered user](#) of the EGOS website.
    - To do this, please go to the top of the EGOS website, click on "Join EGOS here" and then follow the instructions given there.  
Once you have your EGOS member ID and password, please log in to "MyEGOS" and follow the instructions for uploading your short paper listed below.
  - b)** If you are an active or former EGOS member, log in to "MyEGOS" using your member ID/email address and password.
- 2** Your short paper should **comprise 3,000 words**, according to the following format:
  - 12 pt, Times New Roman or Arial; margin left/right: 2.5 cm; line spacing: 1.5

### Please note!

- **Indicate your name** – respectively, the **name/s of your co-author/s** –, **affiliation(s)** and **email address(es)** as well as the **sub-theme number** to which you want to submit this short paper **at the top of your document/file!**
  - **Do not use capital letters in the title of your short paper**, unless they are proper nouns (e.g. "London", "Thomas"), quoted titles, or if it is the first word after a colon or hyphen. For example:
    - Mark Twain's most famous book: "The Adventures of Huckleberry Finn" – Book summary, analyses and quotations
  - Short papers should be submitted as a **.pdf**, **.doc** or **.docx** file, although .rtf files will also be accepted. Please do NOT upload .txt files!
- 3** You can only upload **one short paper with your EGOS member ID!** If your short paper is co-authored and you have already submitted a (single authored) short paper to another sub-theme, then your co-author (one of your co-authors, respectively) has to upload this co-authored short paper by using his/her member ID.

## Uploading your short paper via the EGOS website

- Click on "MyEGOS Home" (left-hand side navigation)
- In the main window, you will see a heading "Rotterdam 2014". Click on "Upload Short Paper".
- From the pull-down menu entitled "Sub-theme ID", please select the sub-theme to which you wish to submit your short paper.

### → Please now fill in the form:

#### ➤ Short Paper Title

Enter the title of your short paper.

Please do NOT use capital letters in the title of your short paper, unless they are proper nouns (e.g. "London", "Thomas"), quoted titles, or if it is the first word after a colon or hyphen. For example:

Mark Twain's most famous book: "The Adventures of Huckleberry Finn" – Book summary, analyses and quotations

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#### ➤ Co-Author(s)

If you have one or more co-author(s), please tick this box.

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#### ➤ Allow re-route

If you do not want your short paper to (possibly) be re-routed later to another sub-theme, please deactivate this box by removing the tick.

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#### ➤ Main Author

- ◆ EGOS member number: please fill in, if available.
- ◆ First name – Last name – Email: these fields are mandatory!

#### ➤ Affiliation

Fill in institution/university (department), country

#### ➤ PhD Student

Tick this box if the main author is a PhD student.

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#### ➤ Co-Author 1 (Co-Author 2, 3, 4, respectively)

These boxes are only relevant if the short paper has one or more co-authors!

If the short paper is co-authored, please fill in the names, email addresses and – if available – the EGOS member ID of each co-author in the foreseen boxes.

If you do not have any co-author(s), please ignore these boxes.

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#### ➤ Select file to be uploaded from your computer

Choose the file (short paper) on your computer which you want to upload.

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#### ➤ Click on "Upload File" and then on "Submit Short Paper"

If your upload has been successful, you will be taken to a new window and will receive an email confirming your upload.

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- **Last, but not least:** When you click on "MyEGOS Home", you will see that the name of your short paper will be listed under the heading "Rotterdam 2014". If you click on the title of your short paper, you will be taken to a window summarizing to which sub-theme you have submitted your short paper. You can also download or delete your paper (should you have submitted to the wrong sub-theme or wish to withdraw from the Colloquium altogether). To do this, click on the corresponding link and follow the instructions.

If you have any further questions, please do not hesitate to contact me or Anna Lena Bartels at any time.