Accountancy & Bedrijfskunde
INSTRUCTIONS FOR AUTHORS

For each paper, we ask the following information:
- Short biography of all authors with liaison(s) and contact details (including Twitter / Linkedin);
- One passport photo of all authors with a resolution of at least 300 dpi;
- 5 keywords or tags to classify the article;
- 3 highlights from the article which will be converted to quotes. E.g. prove the impact of your research on the field of activity; propose a controversial statement; emphasise the most important finding …).

Below you will find guidelines concerning look, structure and referencing.

1. Look of the paper

- Language: Dutch or English
- Length: 6.000 to 8.000 words (deviation possible only upon motivation)
- Font: Times New Roman 12
- Spacing: double
- Cover: title and abstract

TITLE OF THE PAPER (SMALL CAPS**, bold,** centred**)**

First name and name first author (Institution) (centred)
First name and name second author (Institution) (centred)
First name and name third author (Institution) (centred)
…

Coordinates for correspondence with the first author (centred)

ABSTRACT (capital letters, bold)**:**
Text of abstract.
(Maximum of 150 words or 1.000 characters, including interspacing.)
If possible, in English and Dutch.

5 keywords, before the text of the abstract.

2. Structure of the paper

1. INTRODUCTION (capital letters, bold)
2. SECTION
2.1. *Subsection* (bold, italic, no capital letters)
2.1.1. Sub-subsection (underlined, not bold, no italics, no capital letters).
We advise against the use of lower levels in the structure of this paper.
…
N. CONCLUSION
LIST OF REFERENCES

3. Referring

Refer according to APA
- Below you can find the most common used for the list of references
- The full instructions can be found at apastyle.org

3.1 List of references

Article in a journal:
Wood, D. (1991). Corporate social performance revisited. *Academy of Management Review, 16*(4), 691-718.

Article, as part of a book:
Sharma, S. (2002). What really matters: Research on corporate sustainability. In S. Sharma & M. Starik (eds.), *Research in corporate sustainability: The evolving theory and practice of organizations in the natural environment* (pp. 1-29). Northhampton: Edward Elgar Academic Publishing.

Book:
Weick, K. E., & Sutcliffe, K. M. (2001). *Managing the unexpected: Assuring high performance in an age of complexity*. San Francisco: Jossey-Bass.

Working paper:
Dentchev, N. A. (2004). *To what extent is business and society literature idealistic?* Faculty of Economics and Business Administration, Ghent University: Working paper 2004/245.

Conference paper:
Dentchev, N. A. (2004). *The instrumental importance of secondary stakeholders.* Paper presented at the Fifteenth Annual Meeting of the International Association for Business and Society, Jackson Hole, WY, USA (4-7 March).

Report:
Dentchev, N. A., Heene, A., & Van de Peer, S. (2003). *Expertrapport: Mainstreaming van maatschappelijk verantwoord ondernemen*. Brussel: VIONA.

3.2 References in the text

For references in the text: (Wood, 1991) or Wood (1991).

For quotes or when page numbers are necessary: (Wood, 1991: 705) or Wood (1991: 705).

To refer to multiple authors:
- Two authors, for all references in the text: (Wood & Jones, 1995) or Wood & Jones (1995).
- More than two authors, for the first references in the text: (Mitchell, Agle, & Wood, 1997) or Mitchell, Agle, & Wood (1997); for all other references in the text: (Mitchell et al., 1997) or Mitchell et al. (1997).

4. Figures and charts

Include all figures and charts as **editable files** into the text. Give a title to those files, align it in the center and number them.

We actively encourage you to use colours in the figures and charts. Information data in a grayscale or without a distinctive meaning will be changed to shades of red (the primary colour of the journal).

5. Page numbering and enumerations

- Add page numbers at the bottom of the page and align in the center.
- Please consistently use dashes (-) when making bullet lists

6. Footnotes

Use footnotes at the bottom of each page should you want to add any.

7. Header and footer

Do not use headers and footers.

8. Language

Check if the text and the title are in the same language.

We recommend to use British spelling throughout your article.

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