FULL PAPER SUBMISSION GUIDELINES- 5th COSINUS CONFERENCE

Please carefully follow the guidelines below as you write. Any article not meeting these guidelines will be returned to the author(s) for correction, which can cause significant delays in the publication of your work.

All articles must
• be submitted in Microsoft Word
• be typewritten in English

Submit the article as an email attachment to cosinus@brookes.ac.uk
• Your article should not exceed 8,000 words (including ‘Notes’)
• Include an article abstract of 150–200 words
• Please also give your contact details, and an email address
• Provide up to six keywords for Indexing and abstracting services
• The title of your article should be in bold at the beginning of the file, without inverted commas
• All figures must be submitted in high resolution in .jpeg or .gif format
• The text, including the notes, should be in Times New Roman 12 point
• The text, including the endnotes, must be double spaced
• You may send the text justified or unjustified
• You may, if you wish, break up your text with subtitles, which should be set in ordinary text and bold, not ‘all caps’.
• Complete editing and proofreading of your article prior to submission to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation.

REFERENCES

Use the Harvard system for bibliographical references. List the items alphabetically.

The following samples indicate conventions for the most common types of reference:


Von Hippel, E.. (2005), The Democratization of Innovation, Cambridge, Ma: MIT Press


WEB REFERENCES

These are no different from other references; they must have an author, and that author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so we need a date of access as well as the full web reference. In the list of references at the end of your article, the item should read something like this:


NOTES

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. Notes should be kept to a minimum. In general, if something is worth saying, it is worth saying in the text itself. A note will divert the reader’s attention away from your argument. If you think a note is necessary, make it as brief and to the point as possible. Use Word’s notemaking facility, and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, so AFTER the comma or the full stop. The note call must be in superscripted Arabic (1, 2, 3)