

## **Style guidelines for conference abstracts**

Abstracts should be between 1,500 – 2,000 words, **excluding** title page, references, tables/figures

Abstracts should be submitted as a word.doc

Abstracts should be submitted via email to [HRMConference@ccsu.edu](mailto:HRMConference@ccsu.edu)

Abstracts should follow the APA referencing style

Abstracts will be blind-reviewed

Conference break-out sessions will be formed around common themes informed by the content of abstracts

Tables and figures should be placed at the end, after references, with corresponding table/figure number and title in the body of the abstract

Tables and figures should be created using Microsoft Word. Keep your tables as simple as possible.

Abstracts should follow the format below using Arial or Times New Roman, font size 12, spacing 1.5 or double:

### **Cover Page:**

Title

Author(s) name. Include all who have made substantial contributions to the work.

Author (s) affiliation

Corresponding author preferred email and other contact information

### **Second and corresponding pages (Do not put names or affiliating institution)**

The body of your abstract should contain the following information. Please use the section titles below as a template:

- Title
- Key word(s): 1-6 key words
- Introduction/Contextual Background
- Methodology
- Main conclusions/contributions
- Practical implications
- References