

# SMF-IIFT 18<sup>th</sup> Convention (December 17<sup>th</sup> -19<sup>th</sup> , 2015)



## Guidelines for Authors

### **Eligibility**

Papers must not have been previously presented, or scheduled for presentation, at any other conference.

### **Number of Papers per Author**

The maximum number of submissions per person is THREE. If you choose to submit more than one full paper please note that the onus is on AUTHORS to inform IIFT at [smfiift15@iift.ac.in](mailto:smfiift15@iift.ac.in) to avoid clashes between track sessions. Organisers decision in this regard will be final.

### **Authors will be required to upload two versions of each paper both in MS Word and PDF formats**

Upload 1: Abstract for acceptance (10th September 2015 Deadline)

Upload 2: Final Version for Conference Proceedings (15th October 2015 Deadline)

### **Deadline for Authors to Register to Attend**

At LEAST ONE author from each accepted abstract submission must have registered to attend the conference before the submission of final paper. After acceptance of the abstract, registration fee must be paid for accepting the full paper. Registration fee once paid will not be refunded.

### **Word Count**

Length of full paper submission: 5000-7000 words (excluding tables and references)  
You will be asked to submit the word count for your paper when completing the submission form online.

### **Additional Information for Accepted Full Papers**

Full papers will be allocated 30 mins (20 mins presentation, 10 mins discussion).

Full papers will be scheduled for presentation in a room with a laptop, data projector and screen and you will need to bring your presentation with you to the conference on a memory stick, along with any hard copies of your paper and/or slides that you might wish to distribute.

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### General Paper Format Requirements

When making a submission, please ensure that the format requirements below are adhered to, and that requested information is included in the order given:

- Use Times New Roman 12pt and single spacing
- In the case of both uploads, the entire paper must be submitted in ONE document.
- Do not use the MS Word Header and Footer function for anything other than the title of the paper
- No inclusion of any institutional graphics or logos
- References must be Harvard style ( you may refer the site: [https://www.staffs.ac.uk/assets/harvard\\_quick\\_guide\\_tcm44-47797.pdf](https://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf))
- Documents must be tidy, and not show any history of tracked changes or comments.
- If your paper includes graphics, please ensure these are of a high quality and please consider your final file size
- No changes in the paper title, abstract, authorship, and actual paper can be made after the submission deadline
- Check that the PDF File of your paper prints correctly (i.e. all imported figures and tables are there), and ensure that the file is virus-free.

