

5th World Production and Operations Management Conference

World P&OM Havana 2016

Full Paper Submission – Procedures & Guidelines

This document contains the procedures & guidelines for the final submission of PDFs to the World P&OM Havana 2016 conference (i.e., for accepted abstracts & papers to be presented). The deadline for receiving all final submissions is: **Monday, June 20, 2016** (no extensions!)

Corresponding Authors of abstracts that have been accepted for presentation at the 5th World P&OM Conference are invited to submit a final Full Paper (optional) or an Extended Abstract (i.e., an updated version of the original abstract previously submitted for this conference).

NOTE: *Although the submission of a Full Paper is not mandatory, it is strongly advised. Authors who will not be submitting a Full Paper must nevertheless submit an updated document (PDF) of their Extended Abstract (taking into account the Reviewer comments).*

The final Full Paper or Extended Abstract will be included in the Conference Proceedings – and (in both cases) must include a **Summary Abstract**, to be published in the P&OM Havana 2016 program book. The Summary Abstract must not exceed 100 words – and the identical text is to be typed directly or copy/pasted (the preferred method) into the mandatory Summary Abstract field of the final online submission form for the 5th World P&OM Conference.

ATTENTION: *All final Full Papers and Extended Abstracts as well as Summary Abstracts must be written in good English. This is a mandatory requirement for the final submission.*

Procedures & Guidelines (Full Papers)

A [template for preparing Full Paper submissions](#) is appended below, detailing the formatting guidelines and content required, so do refer to this template and apply it to your document as best as you can. Please be aware that final submissions not adhering to the P&OM Havana template and guidelines may be returned to the corresponding authors for resubmission (time permitting) – so do follow the instructions carefully. Final PDFs are to be uploaded and forms submitted via the dedicated link to the P&OM Havana online submission system here below: http://pomhavana.eiasm.org/final_submission

Best Paper Award Application

Authors who wish to be considered for one of the P&OM Havana Best Paper Awards should follow the standard procedure for the submission of conference Full Papers. **Note that to be eligible for an award, a Full Paper must be submitted (Extended Abstracts do not qualify).** More details on the Awards page <http://pom.solwayscuba.com/index.php?module=general9>. During the online submission of your initial abstract, authors indicated on the form if and for which Best Paper Award they wished to apply – this data is being stored in the system (and will be included within the e-confirmation). Two Best Paper Awards are to be presented at P&OM Havana 2016: the ***Jose A.D. Machuca P&OM World Conference Best Paper Award*** and the ***Emerald Best Paper Award***. The deadline for full papers applying for a Best Paper Award is the same as for all other final submissions: **June 20, 2016 (12:00 noon CEST)**.

Special Issues Application

Authors who wish to be considered for one of the P&OM Havana 2016 Special Issues should follow the standard procedure for the submission of conference Full Papers. **To be considered for a Special Issue, a Full Paper must be submitted (Extended Abstracts do not qualify).** More details on the website page <http://pom.solwayscuba.com/index.php?module=general14>.

During the online submission of your initial abstract, authors indicated on the form if and for which Special Issue(s) they wished to apply – this data is being stored in the system (and will be included within the e-confirmation). There will be four Special Issues for P&OM Havana (please see the link above for more info). The deadline for Full Papers applying for a Special Issue is the same as for all other final submissions: **June 20, 2016 (12:00 noon CEST)**.

Book of Abstracts & Conference Proceedings

Full Papers and Extended Abstracts that have been accepted and confirmed for presentation at the P&OM Havana 2016 conference will be included in the **5th World P&OM Conference Proceedings**. The descriptive Summary Abstracts (maximum 100 words) will be published in the conference book. **Note that Abstracts and Papers will only be published if at least one Author has duly and fully registered for the P&OM Havana 2016 conference.**

Terms & Conditions

Authors of accepted abstracts who wish to submit final Full Papers or Extended Abstracts must respect the final submission deadline of **Monday, June 20, 2016 (12:00 noon CEST)** – Full Papers to conform to the format and length as specified in the *P&OM Havana Full Paper Instructions* (see below) – and Extended Abstracts to follow a separate Guidelines document.

DISCLAIMER: *The P&OM Havana 2016 organisers and their representatives cannot assume any responsibility or be held liable for any damages (financial or otherwise) with respect to individual visa applications, conference papers and registrations, damages to or loss of personal belongings, thefts, travel incidents or delays / cancellations, acts of God, etc. In case of doubt or dispute, the position / decision of the conference organiser will prevail.*

<Title of paper> **Instructions for preparing the Full Paper (Times New Roman, bold, 18 pt., single space, no capitalization)**

<2 lines spacing> <remove all blue instructions>

Name of Author1 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)
<1 line spacing>

Name of Author2 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)
<1 line spacing>

Name of Author3 (add email if this is the corresponding author mpgght@hgy.gt)
(Times New Roman, italics, 12 pt., centered)

Affiliation
(Times New Roman, italics, 12 pt., centered)

<4 line spacing>

Summary Abstract (Times New Roman, bold, 15 pt., no numbering)

This document provides relevant instructions for preparing a Full Paper to be submitted to the 5th World P&OM Conference by June 20, 2016. Papers received after that date will not be included in the conference proceedings. The Summary Abstract should not exceed 100 words. An identical abstract should be typed separately or copy/pasted (the preferred method) into the Summary Abstract field of the final online submission form. (Text: Times New Roman, 12 pt., justified).

<1 line spacing>

Keywords: Keyword 1, Keyword 2, Keyword 3 (up to 3 keywords)

<2 lines spacing>

General instructions (Section heading: Times New Roman, bold, 12 pt., no numbering)

The paper should be prepared using ISO A4 paper size (210 x 297 mm) using the **Times New Roman (12 pt., justified)** font according to the format described in this template. The authors are strongly urged to follow these instructions to ensure the production of uniformly high-quality proceedings. The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be: top 3 cm, bottom 2 cm, left and right 3 cm each.

The overall length of the Full Paper, including illustrations, tables, and references, is limited to **10 pages**. *Papers exceeding this limit will be returned to their corresponding author.*

<1 line spacing before subheading and section heading, no space after heading and subheading>

Other details (subheading: Times New Roman, italics, 12 pt., no numbering)

Pages should be numbered in the page footer (centered), including the first page, as is done here. Papers should be organized in the following sequence:

- Title of the paper, name(s) of the author(s), affiliation(s)
- Summary Abstract
- Keywords
- Main subject text
- Acknowledgments (when applicable)
- References

Bulleted or numbered lists should have hanging indent by 0.5 cm. (as above). Avoid using more than two levels in the lists.

Following paragraphs should be indented 0.5 cm.

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the far right. Leave single spacing above and below equations, like shown in equation (1).

$$\sum_{i=1}^N x_i = \delta \tag{1}$$

Figures and tables must be included in the main text and must be individually numbered and captioned. Illustrations should be sharp and clear. Text in tables should be Times New Roman 11pt. Place figures and tables centered. Captions should be placed **below figures** and **above tables**. They are typed in Times New Roman 11, in italics, and centered. Leave one line before and after tables and figures (see examples below).

<1 line spacing before table>

Table 1 – Caption (Times New Roman, Italic, 11 pt., centered)

<1 line spacing after table>

<1 line spacing before figure>



Figure 1 – Caption (Times New Roman, Italic, 11 pt., centered)

<1 line spacing after figure>

This is an example of main text, and is the last line of the section. 2

<1 line spacing>

Language

All Full Papers must be in good English. Please proofread carefully your own paper. Mistakes cannot be changed later.

Conclusion

The above has shown the main instructions for writing the text. All is missing now are instructions regarding references.

References to other publications should be in Harvard style. They should contain full bibliographical details. Journal titles should not be abbreviated. References should be presented as follows. Within the text: Author's last name followed by a comma and the year of publication, all in round brackets; e.g., (Fox, 1994). When the number of authors is three or more, references in the text should be (Fox et al., 1995). At the end of the paper, list all references in alphabetical order. In the reference list all authors should be included.

References

A full reference list should be included.

Font: Times New Roman, 10 pt., left aligned, hanging indent 0,5 cm).

For books: Surname, Initials (Year of Publication), *Title*, Publisher, Place of Publication.

Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

For chapters in edited books: Surname, Initials (Year), "Title", in Editor's Name, Initials (Ed.), *Title*, Publisher, Place, Pages.

Bessley, M. and Wilson, P. (1984), "Public policy and small firms in Britain," in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials (Year), "Title", *Journal Name*, Volume, Number, Pages.

Fox, S. (1994), "Empowerment as a catalyst for change: an example from the food industry", *Supply Chain Management*, Vol. 2, No. 3, pp. 29-33.

Electronic sources should include the URL of the web site at which they may be found along with the date of latest access.