



جامعة حمدان بن محمد الذكية
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Conference Submission Guidelines

Useful comprehensive style guidelines on abstract, case study submissions and poster presentations to guarantee submission acceptance



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Introduction

Innovation Arabia is a highly scientific refereed event where leading academicians, research scholars, and industry professionals from around the world will have the opportunity to meet, network and share their experience and research results in the fields of quality and business management, health and environmental, learning.

Innovation Arabia will be the place for thought leaders, academics, and the professional community searching to exchange ideas, discuss trends, solutions and challenges in the development of sustainable economies and societies in the Arab World through innovation.

We welcome scholars, students, and practitioners from all disciplinary backgrounds to submit papers, and posters for presentation at the conference sessions.

Procedure

Whether you plan to submit a paper or a poster, kindly submit an abstract of your work following the below guidelines of abstract submission.



Extended Abstract Guidelines:

All authors are required to follow the guidelines below:

An extended abstract is a research article in which a conference paper is presented in a concise way. It may include figures, tables and up to 5 references extracted from the respective full paper

- ❖ Abstract length should be at least 500 words, including up to five references, but excluding Tables.
- ❖ The extended abstract should include the following:
 - Brief introduction about the topic
 - Statement defining the purpose of the paper/ presentation
 - Description of the research method
 - Main findings of the study
 - Where applicable, the abstract should also include research limitations, practical implications and main recommendations.
 - Five or six key words relating to the topic should be supplied along with the abstract.



Full Paper Submission Guidelines

Submissions to IA11 conference should follow internationally-recognized academic standards and include an abstract, introduction, literature review, research methodology, findings, implications for future research and references. Please use the following guide to prepare your research papers.

Length

Full papers making strong contributions to the theme of the conference should be about 5,000 words and those making narrower contributions about 4,000 words. Word count includes abstract, text, tables, diagrams, references and appendices.

Settings

All manuscripts should be single-spaced. Margins should be 2.5cm at the top, bottom, and sides of the page. Please use Times New Roman in 12-point size and set tab settings to 0.25.

Paper Title

The title of the paper should not have more than 20 words and two levels of headings. The title should be printed in upper and lower case letters in bold with 18 point size, and touch the left margin. The author(s) and affiliation(s) should be single-spaced written in 14-point size. Please do not use titles such as 'Dr.' 'Professor' or 'Engineer' and write only your institution's name and country

Abstract



All papers must have an abstract of not more than 200 words. The abstract should define the purpose of the paper and description of the research method. It should highlight the main findings of the study. The abstract should be single-spaced and written in italics. Please use a 10 point-size to write the abstract.

Keywords

Please include up to five keywords that describe your paper for web searches in your manuscript.

Sub-headings within the Text

Please make sure, first level sub-headings are left-justified, have boldface, in upper and lower case, and are written in 14-point size. Second level sub-headings should be left-justified, written in upper and lower case in bold italics, and be in 12-point size. Third level sub-headings should be indented and written in bold italics with the first word being in upper case.

Figures and Tables

Please make sure, figures and tables appear within the text of the paper and are numbered consecutively. The figure or table number and description should appear left-justified in 12-point size at the top. Legends should be short and define any acronyms, abbreviations or symbols used.

Page Numbering

Please do not print any page number.

Ethical Guide

The manuscript must be original and

- must not have been previously published in full or in part;



- must not have been accepted for publication anywhere else;
- must not be under review for publication anywhere else, and
- must report new results that have not been published previously.

Authors are advised to check their submissions for possible breaches of copyright rules. They must obtain permission, if needed, from other publications for quotations, diagrams, tables and artwork.

References

Authors must follow the Harvard style for citations. References within the manuscript should only show author's last name and year of publication as follows: (Smith, 2008). Full references should be provided at the end of the manuscript in alphabetical order.

Full citations should be as follows

Books

Allen, M. 2006. The Varieties of Capitalism Paradigm: Explaining Germany's Comparative Advantage, Palgrave Macmillan, New York.

Edited Books

Maher, B. A. (Ed.) 1964. Progress in Experimental Personality Research (6 vols.). New York: Academic Press.



Chapter in Edited Book

Brewster, C., Wood, G. and Brooks, M. 2006. Varieties of Capitalism and Varieties of Firm, in Wood, G. and James, P. (Ed.), Institutions, Production and Working Life, Oxford University Press, Oxford, pp.210-26.

Journal Articles

Jarillo, J. C. 1988. 'On Strategic Networks', *Strategic Management Journal*, Vol 9 No 1, pp. 31-41

Conference Papers

Borgman, C. L., Bower, J., & Krieger, D. 1989. From Hands-on Science to Hands-on Information Retrieval in Katzer, J. & Newby, G.B. (Eds.), *Proceedings of the 52nd ASIS Annual Meeting: Vol. 26. Managing Information and Technology* (pp. 96-100). Medford, NJ: Learned Information.

Dissertations

Siu, X. 1997. The Direction of Foreign Direct Investment in China. Unpublished Ph.D. Dissertation, Harvard Business School, Cambridge, MA.

Electronic Books

Caves, R. E. 1982. *Multinational Enterprise and Economic Analysis*. [Electronic Version]. New York: Cambridge University Press.

Articles in e-Journals

Korda, L. 2001. 'The Making of a Translator', *Translation Journal*, Vol.5 No1, pp 51-60. Retrieved August 21, 2001, from <http://accurapid.com/journal/17prof.htm2001>



Online Documents

ARAB-NET 2002. UAE Health. Retrieved January 1, 2001 from
www.arab.net/uae/govt/ue-health.html

Case Study Submission Guidelines

Length and Content

- Length and Content
 - Case studies should be between 3,000 and 5,000 words. The word count includes abstract, text, tables, diagrams, references and appendices, if any.
 - The case study should include the following sections.
- Abstract
 - It must summarize what was done, how it was done, the results and their significance.
- Introduction
 - It must establish the context of the case, the environment, the current situation analysis and pertinent background.
- Problem(s)/Challenge(s)/Opportunities
 - Define the problem(s) and identify the decision(s) that must be made and explain the reasons behind the decisions.



- Data Analysis or Information
 - Describe the important or major pieces of information from the case.
 - Identify the facts, opinions and assumptions.
 - State your assumptions clearly. Analyze the information made available in the case including the financial information. Identify any long-term issues.
 - Explain the various options available to resolve the problem or seize the opportunity. Discuss each option and state the advantages, disadvantages, and rationale for each option. Refer to quantitative and/or qualitative information needed in order to demonstrate the points raised.
- Recommendations
 - Based on the analysis of the alternative solutions or options, state which one(s) you recommend to be implemented to solve the problem and how do you suggest it should be implemented. State your suggestion to monitor the implementation of your recommendations.

Poster Presentation Guidelines

- A poster is a visual presentation comprising whatever the contributor wishes to display on the poster board. It is a display that uses text, graphs, tables, charts, and pictures to present the highlights of a subject.
- A poster is very different from a paper or a talk, and so, different techniques need to be used in its preparation.
- A poster is not a conference paper, and simply pinning a paper on a poster board usually makes a very poor poster.
- In case you are a learner, you must consult your academic supervisor for preparing the poster and ensuring that all the information is correct.



- Posters should be designed to: Catch the viewer's attention, quickly acquaint the viewer with the basics of your subject, and make the viewer want to learn more.

As always in a scientific presentation, the poster should include:

- Statement of the problem
- Significance of the problem
- Description of the research method
- Presentation of results or expected results
- Summary of the work and conclusions

