

Japan Forum of Business and Society  
The 2<sup>nd</sup> Annual Conference 「Sustainable Development and Innovation」  
**Conference Paper Author Guidelines**

Please read the following Author Guideline to write the conference paper for the Parallel Sessions of JFBS 2<sup>nd</sup> Annual Conference. Since JFBS does not provide printed conference proceedings, the conference papers submitted will be uploaded onto JFBS website from August 31 to October 30, 2012 so that participants will be able to download them with the participants' ID and password.

## I . Submission of Conference Paper

(1) Submission Deadline: Tuesday, July 31, 2012

(2) Submission Method: Please attach the conference paper to an e-mail and send to [info@j-fbs.jp](mailto:info@j-fbs.jp)

Please write author's name, position, department, name of institution, contact information (postal address, phone & fax number) in the e-mail.

(3) Contact:

Japan Forum of Business and Society (JFBS)

Noriko Saito

c/o: Tanimoto Office, School of Commerce, Waseda University,

1-6-1 Nishiwaseda, Shinjyuku-Ku, Tokyo, Japan, 169-8050

Tel & Fax: +81-3-3203-7132

## II . Guidelines

### ① Typescript Preparation

The Paper must not exceed 2,600 words in length (Word file in A4 size format, 4-5 pages), including figures and references. Please adjust page margins more than 30 mm at the top, bottom, right and left. Please use "Times New Roman" font and adjust the font size 10.5.

### ② Numbering System

Chapter: 1. 2. 3. 4. ...

Section: 1-1. 1-2. ...2-1. 2-2. ...

Article: (1). (2). (3). ...

### ③ Figures and Tables

- Figures and Tables should be sorted out and identified by number and title. Number and title should be put above the figures/tables.
- Source should be stated.

1 page-size figure/table when printed	Approximately 400 words
1/2 page-size figure/table when printed	Approximately 200 words
1/4 page-size figure/table when printed	Approximately 100 words

### ④ Notes

Notes should be placed behind the main body of the text and in front of reference list in number order e.g. (1), (2), ... Footnotes should be avoided.

#### ⑤ Reference List

- “author-date” style
- References should be gathered together at the end of the main body of the text with the item <Reference List> (left-align). The list should be alphabetical order by author.
- Examples of References

##### Books:

Post, J. E., Preston, L. E., and Sachs, S. (2002) *Redefining the Corporation: Stakeholder Management and Organizational Wealth*, Stanford, CA: Stanford University Press.

##### Edited Books:

Crimp, D. (Ed.) (1988) *AIDS: Cultural Analysis, Cultural Activism*, Cambridge, MA: MIT Press.

##### Book Chapters:

Caby, J. and Chousa, J.P. (2006) ‘Voluntary Disclosure of Non-Financial Information and CSR’, in Allouche, J. (Ed.), *Corporate Social Responsibility*, pp.205-218, NY: Palgrave.

##### Journal Articles:

Meyer, J. W. and Rowan, B. (1977) ‘Institutionalized Organisations: Formal Structure as Myth and Ceremony’, *American Journal of Sociology*, Vol.83 No.2, pp.340-363.

##### Websites:

World Economic Forum (2005). Available at

<http://www.scribd.com/doc/6293582/World-Economic-Forum-Annual-Report-20042005> Accessed January 1<sup>st</sup> 2012.

- Where there is more than one reference from the same author(s), references should be in chronological order by publication. The same author(s) name should not be repeated, and “—” should be used after the second reference.
- Where there is more than one reference from the same author(s) in the same year, reference should be identified by suffix letters e.g. (Schumpeter, 1934a)

#### ⑥ Citing in the text

- References should be cited in the text either in brackets, e.g. *Earlier studies (Schumpeter, 1934) showed...* or using the name as part of a sentence, e.g. *Schumpeter (1934) states...*
- For two authors the format is: (Emerson and Twersky, 1996).
- For three authors: (Dees, Emerson, and Economy, 2001).
- For four or more authors: (Gordon et al., 2000).
- Groups of references should be listed first alphabetically and then chronologically, e.g. (James, 1987; 1999; Salamon, 1997; Scotchmaer and Benschoten, 1999).
- For Quoted material a page number is required, e.g. (Schumpeter, 1934, P.22).
- Personal communications – e-mails, conversations, letters – should not be in the reference list, but may be mentioned in the text, e.g. (interview with the John Bird, The Big Issue Company Limited, 12 November 2008).