

**Instructions for preparing your full paper for
PMA Conference 2018:
(Title: Times New Roman, bold, 16 pt, single space, no
capitalization)**

<2 lines spacing>

Name of Author1 (Times New Roman, italics, 12 pt, centred)

Affiliation (Times New Roman, italics, 12 pt, centred)

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Name of Author2 (Times New Roman, italics, 12 pt, centred)

Affiliation (Times New Roman, italics, 12 pt, centred)

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Name of Author3 (Times New Roman, italics, 12 pt, centred)

Affiliation (Times New Roman, italics, 12 pt, centred)

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Name of Author4 (Times New Roman, italics, 12 pt, centred)

Affiliation (Times New Roman, italics, 12 pt, centred)

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*(add * next to the name of the corresponding author above)*

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Abstract (Times New Roman, bold, 12 pt, Centred, no numbering)

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The Abstract paragraph (summarising the full paper) should not exceed 100 words (Times
New Roman, 12 pt, justified)

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Keywords (Times New Roman, bold, 12 pt, Centred, no numbering)

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Keyword 1, Keyword 2, Keyword 3, Keyword 4 (up to four keywords) (Times New Roman,
12 pt, justified)

General instructions on main subject text (Section main headings such as Introduction, Literature, Methodology, Findings, Discussion, Conclusion: Times New Roman, bold, 12 pt, no numbering)

<1 line spacing>

Body of text (Times New Roman, 12 pt, justified). Page margins should be as follows: top 2.54 cm, bottom 2.54 cm, left and right 2.54 cm each. One line spacing should be provided between the paragraphs. The overall length of the paper, including all illustrations, tables, and references, is limited to 12 pages. Papers exceeding this limit will be returned to the corresponding author.

Pages should be numbered in the page footer, including the first page, as demonstrated in this document. Papers should be organized in the following sequence:

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

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First Subsection headings (Times New Roman, bold, italic, 12 pt, no numbering)

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Body of text (Times New Roman, 12 pt, justified)

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Second Subsection headings (Times New Roman, italic, 12 pt, no numbering)

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Body of text (Times New Roman, 12 pt, justified)

<1 line spacing before the table>

Table 1 – Caption (Times New Roman, Italic, 12 pt, centred)

<1 line spacing after the table>

<1 line spacing before the figure>

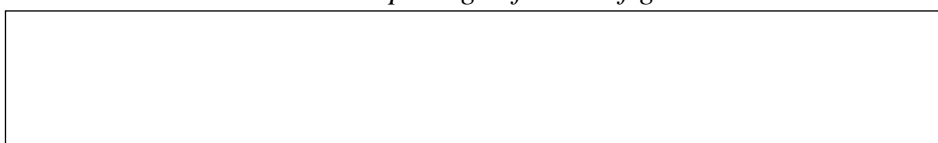


Figure 1 – Caption (Times New Roman, Italic, 12 pt, centred)

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Acknowledgements, If any (Times New Roman, bold, 12 pt, no numbering)

<1 line spacing>

References (Times New Roman, bold, 12 pt, no numbering)

<1 line spacing>

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

Bourne, M.C.S. and Bourne, P.A. (2011), *Handbook of Corporate Performance Management*, John Wiley & Sons Ltd., Chichester.

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

Bourne, M.C.S. and Neely, A.D. (2001) "Why Measurement Initiatives Succeed and Fail" in Neely, A.D. (Ed.), *Business Performance Measurement: Theory and Practice*, Cambridge University Press, Cambridge. pp. 198-208

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

Melnyk, S. A., Bititci, U., Platts, K., Tobias, J. and Andersen, B. (2014), "Is performance measurement and management fit for the future?", *Management Accounting Research*. Vol. 25, No. 2, pp. 173-186

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

Note: All papers should be submitted in .pdf format