THIRTEENTH INTERNATIONAL CONFERENCE OF THE

INTERNATIONAL SOCIETY FOR THIRD SECTOR RESEARCH (ISTR)

GUIDELINES FOR PAPER DRAFTING AND SUBMISSION

## Submission of paper

**All papers and panels must be uploaded <u>as a PDF</u> in the AllAcademic Submission system by June 10, 2018.  This will allow your moderator and conference participants to read your paper in advance of the conference.  www.istr.org/aap**

- Log into ISTR.org
- Visit www.istr.org/aap
- Click on 'Submit or Edit a Proposal'. Submissions will then be listed.
- Then click on the link to 'upload" under the Action section on the right of the screen.
- Ensure your file is a PDF.

## Language

The language of the conference is English. All papers, poster, and presentations should be in English.

## Drafting Guidelines

ISTR does not have formal drafting and formatting requirements for conference papers.  The following guidance is offered as a suggestion:

*Content*

If closely related material has been published elsewhere or is under consideration elsewhere, this should be stated clearly in the manuscript, including a clear statement as to the relationship between the various pieces of work.

*Format*

- pages should be 1.5-spaced and configured to fit 8½ x 11 inch or A4 white paper with generous margins on all sides.
- A title page should be provided and should include the title of the article, author's name and affiliation, city, state/province, and country. Additional contact information, such as an email address, is recommended.
- Papers should include an abstract and a list of 4-5 key words.
- Illustrations (photographs, drawings, diagrams, and charts) should be numbered and captions should be provided.

- Tables should be numbered and referred to by number in the text with explanatory footnotes below the table.
- List references alphabetically at the end of the paper and refer to them in the text.

## Your moderator

You have been assigned a moderator, which you can find in the conference program. They will be given instructions for downloading your paper from AllAcademic. They may also contact you directly. Please check the email address provided when you submitted your abstract for the conference in case they do try to contact you.

## Post-Conference Publication and Working Paper Opportunities

Following the conference, authors are invited to revise their papers in the light of conference feedback with an eye to an appropriate submission to Voluntas, the peer- reviewed official journal of ISTR, or any other journals in the field. Publication decisions are the sole discretion of such journals and ISTR does not participate in the editorial decisions on such submissions. Authors can also submit their papers to be reviewed for selection for publication in the ISTR Conference Working Papers Series to be published after the conference on the ISTR website.

## Questions?

Please direct any additional questions to ISTR at ISTR_Secretariat@jhu.edu