

INSTRUCTIONS FOR IBAM PROCEEDINGS  
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### General Instructions

A paper submitted to the IBAM Proceedings Editor should be no longer than six (6) pages including references, tables, and figures. Papers may exceed the six-page limit at a cost to the author of \$10.00 per additional page. If you wish to purchase additional pages, include a check made payable to IBAM. Extra pages will not be accommodated unless accompanied by a check for the proper amount. Limit abstracts to 150 words. Please follow all instructions. Errors are the responsibility of the author(s).

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All Proceedings materials and your fee for additional pages, if any, must be received by the Proceedings Editor by August 15. If you have any questions concerning the Proceedings, email or call Susanne at 508-999-9188.

Registration fees must be paid by August 1 for the paper to be published in the Proceedings. You may register on the IBAM web site with a credit card or by contacting Cottonwood Travel at [Lindahoffner@cottonwoodtravel.com](mailto:Lindahoffner@cottonwoodtravel.com) or by calling 1-800-223-6982 or writing to Cottonwood Travel, 1641 23rd Avenue, Greeley, CO 80631.

### Text Preparation Instructions

The paper should be formatted for 8.5 by 11 inch paper. The margins should be 1.0 inches left, right, and top, and 1.5 inches at the bottom. Single-space a full 1.0 space only. The paper should be prepared with Arial 12-point font.

Title: If more than one line of the title is required, do not space between lines.

Centered on the next line, the author, affiliation, and e-mail address should be given. Do not use titles such as Dr. or Professor. Do not use all CAPS. If there is more than one author, the other authors will follow the same format on the

following lines. There should be no blank lines between the title and the author's name.

After the last author's name, double space and center and type in all CAPS the word ABSTRACT. Abstracts should be no more than 150 words in length.

All major headings should be centered and typed in all CAPS. Subheadings should be flush with the left margin and only the first letter of each word should be capitalized. The paper should be single-spaced except between paragraphs or before and after headings when double-spacing should be used. Do not use page numbers. The right margin should be as even as possible.

Illustrations (tables, figures, graphs, etc.) should be located on the same page to which they are referred. Captions for illustrations should be centered in all CAPS and should appear above the illustrations as follows:

TABLE 1 TITLE OF TABLE

It is important to remember that all art work, captions, figures, graphs, and tables will be reproduced exactly as you submit them. Simple line drawings or graphics are encouraged.

## References

Cites within the body of the paper should be in the APA format, such as (Young & Brymer, 2000). References should be given at the end of the paper. Those references should also be in APA format. Samples are listed below. Refer to the Publications Manual of the American Psychological Association for other examples.

Rowley, D.J., Lujan, H.J., & Dolence, M.G. (1997). Strategic Change in Colleges and Universities. San Francisco: Jossey-Bass Publishers.

Young, A.M., & Brymer, R.A. (2000). The role of individual differences in the referent selection process. *Journal of Behavioral and Applied Management*, 1(2), 83-91.

## REMINDERS

Registration fees must be paid by August 1 for the paper to be published in the Proceedings. The paper must be uploaded to the web site by August 15. The page limit is six (6) pages unless the author chooses to pay an additional \$10 for each extra page.