



## 2nd International CIRIEC Research conference on the Social Economy

October 1 - 2, 2009  
Östersund, Jämtland, Sweden

### "The Social Economy in a world facing a global crisis"

#### **Guidelines for submission of abstracts and papers:**

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your abstract and paper submission. Please follow them and if you have any questions, direct them to [seconf2009@socek.se](mailto:seconf2009@socek.se).

#### **Guideline for abstracts:**

In order to apply for paper submission, authors need to submit an abstract, that includes a description of the purpose, method and results of the proposed paper. Abstracts need to be submitted until latest 15 of February 2009.

The abstract is to be in 12-point, single-spaced type, and approx. 250 to max. 500 words in length. Format and length will be automatically verified and adjusted with the submission of your abstract on the conference website. **Abstracts shall be submitted by the author(s) preferably in the official conference language (English). However, abstracts submitted in any of the 3 other languages, French, Spanish and German, will also be accepted.**

For submission of your abstract, you will first need to create a new user account at the [conference website](#). You will be required to validate your e-mail address prior to logging in to the site, and will be assigned a system-generated password.

By logging in to your new account you can directly submit your abstract at [www.socsek.se/abstract2009](http://www.socsek.se/abstract2009). Final deadline for abstract submission is 1st of March 2009. There you will find a form sheet to fill in. Copy your abstract text and paste it in the respective field. Please fill in the form fields as required, otherwise your abstract will not be recorded. Press the submit button for registration of your abstract.

The conference research committee will evaluate and select those abstracts that will qualify for paper submission and presentation at the conference. Authors whose abstract has been accepted will be notified by 15 April 2009. Selected abstracts will be published on the conference website and in the conference proceedings.

Please note that by selection of your abstract, we will expect at least one of its authors to participate in the conference



## **Guidelines for papers**

### **1. Introduction**

Once your abstract has been selected, you are invited to send your final paper to [seconf2009@socek.se](mailto:seconf2009@socek.se). Final papers will be accepted latest until 1 September 2009.

### **2. Formatting your paper**

Papers should be submitted as an electronic file generated by a recent version of Microsoft Word. All printed material, including text, illustrations, and charts, must be kept within the given page margins (1" x 1"). Do not write or print anything outside the print area. Text does not need to be justified. However, paragraphs should not be indented. Instead leave a space between paragraphs. Spelling can vary according to national usage, but should be internally consistent.

Papers should be thoroughly checked and proof-read before submission, both by the author(s) and a critical editorial friend. Use no-stop abbreviations (i.e., UK, USA, MBA etc.) but use stops after initials (i.e., Dr. V. Jones). Capitalization should be kept to a minimum and be consistent. **Papers should be approximately 5000 words in length.** They should be written as continuous expository narrative in a chapter or article style - not as a list of points or a PowerPoint presentation. Number all pages on the bottom right corner of the page. Do not number the title page.

### **3. Main title**

A main title page should appear as the first page of the paper. The title should be centered and in Times New Roman print.

### **4. Author name(s) and affiliation(s)**

Author names and affiliations are to be centered beneath the title and printed in Times New Roman.

Multiple authors may be listed. Include e-mail addresses if desired.

For administrative purposes please only send the following information with your paper submission:

author(s) full name(s), academic degrees, student status, current employment affiliation, postal and electronic mailing addresses, telephone and fax numbers. This information will not be released to other conference participants.

### **5. Second and following pages**

The second and following pages should have margins that are 1.0 inches (2.54 cm) from the top and side edges.

### **6. Type-style and fonts**

Times Roman or Times New Roman may be used in your paper. If neither is available on your word

processor, please use the font closest in appearance to Times New Roman.

Avoid using bit-mapped fonts if possible.

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## 7. Main text

Type your main text in 12-point Times New Roman, double-spaced. Paragraphs should *not* be indented. Please leave one blank line between paragraphs. Use double quotes throughout. The use of single quotes is to be restricted for use within double quotes. Quotations in excess of 50 words (or 4 lines of text) should be separated from the text, single-spaced, with a line space above and below and indented on the left. Quotes should be cited accurately from the original source, should not be edited, and should give the page numbers of the original publication.

**All graphics, figures and tables** should be included electronically (embedded) within the document. If some graphics require scanning, you should have them scanned yourself and embed them in the document.

**Numbering:** Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned or “called out” before it appears. More than one figure may appear on a page.

**Captions and legends:** A descriptive caption, including figure number, should be placed directly *below* the illustration. A descriptive legend, including table number, should be placed immediately *above* the table.

## 8. Headings

For example: “1. Introduction”, should be in Times New Roman as is the rest of the paper. Headings can be aligned anywhere on the page (i.e., left, centre, right) as long as placing remains consistent throughout the paper. Italics and bold may be used as well as colons or periods at the end of the heading if desired but remain consistent.

## 9. Footnotes

Use footnotes as required and place them at the bottom of the column on the page on which they are referenced. Use Times New Roman type and single-space footnotes.

## 10. References

All references should appear together at the end of the paper (see below). You may use any referencing style you choose, as long as you use it consistently. Maintain a consistent style of referencing in the text (i.e., enclose the citation number in brackets, use footnotes etc. . Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Doe, “Article Title”,  
*Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Doe, *Book Title*,  
Publisher, Location, Date.

## 11. Copyright forms and reprint orders

Authors are responsible for obtaining permission to use copyrighted material (if applicable). A letter indicating that such permission has been obtained should be submitted to the Conference Organizing Committee. All papers published in the Conference Proceedings are licensed and subject to the Creative Commons license (See: [www.creativecommons.org](http://www.creativecommons.org) for further information). The *Conference Proceedings* will also be published online and an international book number (ISBN) obtained to allow future worldwide library reference. The ‘Book’ will be available online or in a CD format and should be available soon after the conference.

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In addition, a selection of papers will be published in co-operation by CIRIEC International, SISE-CIRIEC, Mid Sweden University and by the Social Economy platform of the Mid Sweden region.

With regard to the online Conference Proceedings, copyright for papers will be retained by the individual author(s). However, the Conference Organizers have the right to publish such work submitted to the conference, in the forms of the *Book of Abstracts and Conference Proceedings*.

Authors must include their fully-completed, signed article/publication release form before their paper can be published in the proceedings. The original signature of the lead author(s) on a hardcopy of the Article/Publication Release form is required. The authors and publication must be filled in at the top and signed at the bottom. Be sure that your title on the form matches the title on your submission otherwise a new form will be requested. Only one form is needed but it must have at least the lead author(s)'s original signature.

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