

# Guidelines and criteria for the submission of Short papers at EGOS Colloquia



European  
Group for  
Organizational  
Studies

**Short papers** should focus on the main ideas of the later full paper, i.e. they should explain the purpose of the paper, theoretical background, the research gap that is addressed, the approach taken, the methods of analysis (in empirical papers), main findings and contributions. In addition, it is useful to indicate clearly how the paper links with the sub-theme and the overall theme of the Colloquium, although not all papers need to focus on the overall theme. Creativity, innovativeness, theoretical grounding and critical thinking are typical characteristics of EGOS papers.

Your short paper should comprise 3,000 words (=inc. references, all appendices & other material).


**Submission period** for short papers for the 33<sup>rd</sup> EGOS Colloquium in Copenhagen, July 6–8, 2017:

– Start: Thursday, September 15, 2016

– End: Monday, January 9, 2017, 23:59:59 Central European Time (CET)

**Please note: The deadline of January 9, 2017 is unchangeable and therefore extensions can categorically not be granted!**

## Prior to uploading your short paper, please note:

- 1 To upload a short paper, you have to be either (a) a so-called “registered user” or (b) an active (or former) EGOS member:
  - a) If you have never been an EGOS member, never uploaded a short paper for one of the previous EGOS Colloquia, or never attended an EGOS Colloquium before, you first of all need to become a [registered user](#) of the EGOS website.
    - To do this, please go to the top of the EGOS website, click on “Join EGOS here” and then follow the instructions given there.  
Once you have your EGOS member number and password, please log in to “MyEGOS” and follow the instructions for uploading your short paper listed below.
  - b) If you are an active or former EGOS member, log in to “MyEGOS” using your (former) EGOS member number [or email address] + your password.
- 2 Your short paper should comprise 3,000 words, according to the following format:  
12 pt, Times New Roman or Arial; margin left/right: 2.5 cm; line spacing: 1.5  
Citation of references: according APA
  -  **Please note!**
    - Do NOT use capital letters in the title of your short paper, unless they are proper nouns (e.g. “London”, “Thomas”), quoted titles, or if it is the first word after a colon or hyphen. For example:  
Mark Twain’s “The Adventures of Huckleberry Finn”: Summary, analyses and quotations
    - Short papers should be submitted as a pdf, doc or docx file, although rtf files will also be accepted. Please do NOT upload txt files!
- 3 You can only upload one short paper with your EGOS member number! If your short paper is co-authored and you have already submitted a (single-authored) short paper to another sub-theme, then your co-author (one of your co-authors, respectively) has to upload this co-authored short paper by using his/her EGOS member number.

## Uploading your short paper via the EGOS website

- Click on “MyEGOS Home” (left-hand side navigation)
- In the main window, you will see the heading “33rd EGOS Colloquium, Copenhagen 2017”
- Click on “Upload Short Paper”

→ Please now fill in the form:

- Please select the **sub-theme** for your submission!

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### → Short Paper Title

Enter the title of your short paper!

Please do NOT use capital letters in the title, unless they are proper nouns (e.g. “London”, “Thomas”), quoted titles, or if it is the first word after a colon or hyphen. For example:

Mark Twain’s “The Adventures of Huckleberry Finn”: Summary, analyses and quotations

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### → Show Co-Author(s)

If you have NO co-author(s), please deactivate this box by removing the tick.

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### → Allow re-route

If you do not want your short paper to (possibly) be re-routed later to another sub-theme, please deactivate this box by removing the tick.

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### → PhD student

Please tick this box if the main author of the paper is a PhD student.

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### → Authors

The name of the main submitter (= corresponding author), his/her EGOS number + email address is automatically displayed!

### → Add co-authors

If the short paper is co-authored, click on the link “Add co-authors” – and follow the instructions given there!

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### → Select file to be uploaded from your computer!

Choose the file on your computer which you want to upload [“Datei aussuchen ...”]

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### → Click on “Upload File & Submit Short Paper”!

If your upload has been successful, you will be taken to a new window and will receive an email confirming your upload.

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**Last, but not least:** When you click on “MyEGOS Home”, you will see that the title of your short paper is listed below the heading “33rd EGOS Colloquium, Copenhagen 2017”. If you click on this title of/link, you will be taken to a window summarizing to which sub-theme you have submitted your short paper.

You can also download or delete your paper (should you have submitted to the wrong sub-theme or wish to withdraw from the Colloquium altogether). To do this, click on the corresponding link and follow the instructions.

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If you have any further questions, please contact the [EGOS Executive Secretariat](#) at any time!

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