**Title – Bold, Centered, Small Capitals, 18 pt, Times New Roman, No Hard Returns, 18 pt line-space after**

**Author Name – Bold, Centered, 14 pt, Times New Roman**

**Affiliation – Bold, Centered, 14 pt, Times New Roman**

**E-mail address – Bold, Centered, 14 pt, Times New Roman, 14 pt line-space after**

**2nd Author Name – Bold, Centered, 14 pt, Times New Roman**

**2nd Affiliation – Bold, Centered, 14 pt, Times New Roman**

**2nd E-mail address – Bold, Centered, 14 pt, Times New Roman, 14 pt line-space after**

**ABSTRACT**

*The word “ABSTRACT” is centered as above in bold all capitals 12 pt Times New Roman. The abstract itself is fully justified and italicized in unbolded 10 pt Times New Roman. The length is not to exceed 300 words, with about 100 words preferred. There is a 12 pt line-space both before and after the abstract.*

**INTRODUCTION**

This template has been prepared for ABSEL conference paper proceedings submissions. Clarity, coherence, and brevity are highly desired in submissions to ABSEL. Supporting material that either impedes readability or is not immediately essential for explaining your work should be placed in an appendix, such as the checklist in Appendix A.

Papers should be submitted as a Word .docx (or .doc) file. If necessary, editors may adjust manuscripts to manage page and manuscript flow. Authors certify that the work as submitted is not copyrighted and is not under review or accepted for publication or presentation elsewhere.

**FORMATTING REQUIREMENTS**

The body of the paper is single line-spaced and fully justified in unbolded 10 pt Times New Roman. Please double space between paragraphs. Paragraphs are indented ¼ inch and there are no skipped lines between paragraphs. Section titles are centered in bold all capitals 12 pt Times New Roman, with a 12 pt line-space both before and after the title. Subheadings are left justified in bold all capitals 10 pt Times New Roman, with a 10 pt line-space both before and after the subheading.

The use of tables and figures for all data to enhance readability of the text is highly encouraged. All charts, equations, illustrations, tables and figures should be done in Word and listed at the end of the paper following the references.

-------- Insert exhibit 1 about here --------

Please include a line (such as that immediately above this sentence) indicating the approximate placement of the equation, table, or figure in the body of the paper. If such is not included, the editors will review the paper to determine appropriate placement.

**PAPER SIZE AND MARGINS**

Paper should be set to letter size (8.5” x 11”) and portrait orientation. Margins should be set to 0.75” top, 1” bottom, 0.75” left and right). Do not use page breaks, page numbers, headers, or footers. Please use italics in place of underlines throughout the text and references. Be sure to SPELL CHECK the manuscript.

**CITATIONS**

To avoid plagiarism, be sure to use citations for facts, figures, quotations, general ideas and concepts developed by others. Citations are presented in-line in the text using the format of (last name of author, year). Multiple references in the same location are separated by semicolons as in (author of paper 1, year of paper 1; author of paper 2, year of paper 2). Please use “&” instead of “and” in citations. Please include only in-line citations actually referenced in the bibliography at the end of the paper.

References corresponding to these citations follow the body of the text in a section titled “REFERENCES.” Entries are single line-spaced and left justified with a ¼ inch hanging indent in unbolded 10 pt Times New Roman. There are no skipped lines between entries. References should be cited and prepared using the 6th edition of the APA style (American Psychological Association, 2010) and should follow the body of the text. References from the Bernie Keys Library are formatted as in Gentry et al. (2002) below. Do not use footnotes or endnotes. Please include only references actually cited in the text. A good source for additional information on this reference style is Purdue OWL’s APA Style Workshop (Seas & Brizee, 2010).

**REFERENCES**

[American Psychological Association](http://en.wikipedia.org/wiki/American_Psychological_Association). (2010). *The publication manual of the American Psychological Association ( 6th ed.).* Washington, DC: [American Psychological Association](http://en.wikipedia.org/wiki/American_Psychological_Association).

Gentry, J. W., Burns, A. C., Dickinson, J. R., Putrevu, S.,Chun, S., Hongyan, Y. …Gentry, R. A. (2002). Managing the curiosity gap does matter: What do we need to do about it? In J.A. Smith (Ed.), *Development in Business Simulation and Experiential Learning*, 29, 68-73. (Reprinted from *Bernie Keys Library (11th ed.*))

Seas, K., & Brizee, A. (2010). APA style workshop. *The Purdue Online Writing Lab.* Retrieved from http://owl.english.purdue.edu/owl/section/2/10/.

**APPENDIX A**

**Style Submission Checklist**

* Title is short, accurate and appropriate.
* If this is an initial submission (pre-review), it is blinded appropriately including Word properties.
* Abstract is devoid of run-on sentences, yet contains all information needed by readers to decide whether or not to read the full text.
* Introduction provides a clear grounding of the work, including appropriate literature references.
* If a simulation or experiential exercise is presented, an adequate discussion of the debriefing process is present.
* Headings and subheadings reflect the clear organization of the contents of the body of the paper.
* Writing style is clear, concise, coherent and readable with minimal use of passive voice.
* Formatting style is consistent with this template.
* Paper has been reviewed for clarity by a non-specialist and for grammar and spelling by a native English writer.

**EXHIBITS TO BE EMBEDDED BY EDITORS**

**Title of Table – Bold, Centered, 12 pt, Times New Roman**

**Exhibit 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Table Component | Font | Justification | Other |
| Table text | 10 pt Times NR | Left | Single line-space d |
| Table caption | 12 pt bold Times NR | Centered | See above |
| Column header | 10 pt bold Times NR | Centered |  |

**Title of Figure – Bold, Centered, 12 pt, Times New Roman**

**Exhibit 2**

ABSEL

**Title of Equation – Bold, Centered, 12 pt, Times New Roman**

**Exhibit 3**

(Please use equation editor within Word to create your equations.)