INSTRUCTIONS FOR AUTHORS

The Annual Assembly CLADEA 2020 is in search of articles related to management and business, having the integration of academic knowledge and the reality of business as one of its values. The following tracks have been scheduled:

1. Economics, Finances and Accounting
2. Leadership and Human Resources Management
3. Ethics, Social responsibility and Sustainable development
4. Entrepreneurship and SME
5. Project Management
6. Marketing
7. General management and Strategy
8. Innovation and Innovation management
9. New perspectives on management and teaching on management schools
10. Digital transformation and Information Technologies
11. Cases

Papers must be original and meet international criteria that guarantee academic quality. Its content is exclusive responsibility of the authors.

PUBLICATION OPTIONS

Selected articles will have the option of being published on the Special Issue of the Academia (ARLA). Additionally, we have affiliated journals that offer a fast process to papers recommended by CLADEA:

- Journal of Economic, Finance and Administration, JEFAS
- Brazilian Administration Review, BAR
- Journal of Business Research, JBR
- Revista Gestão & Tecnologia, G&T
- Revista Brasileira de Gestão de Negócios, RBGN
- Revista de Administración de Empresas, RAE
- Revista Ibero-Americana de Estrategia, RIAE
- Academy of Management Perspectives, AMP

If the author(s) were to be interested in this option, the article cannot be in publication process in another magazine. This information must be indicated on the register form.
TRACK NATURE - TRACKS FROM 1 TO 10

Only the following kind of articles will be deemed as scientific:

- Theoretical articles: they are development of concepts, literature revision with gap identification or critical analysis. This document presents results from a research where various publications have been analyzed and systematized. Such research has to include one of the requested track topics in order to give an account of progress, criticism or tendencies. One of its main characteristics is that they present a careful bibliography of at least 50 references.
- Article with methodological applications: in this article, new practices for the study of a particular phenomenon are supported, explained and shown. This kind of research includes both theory and practice aspects.
- Empirical research article: this document shows in detail the original results of research projects and answer questions from a field or track.
- The type of article must be indicated when it’s submitted.

FORM ASPECTS

- Upload the archive on PDF
- The paper/article can be written in Spanish, English or Portuguese.
- Only up to 4 authors per article are allowed.
- Save one inch margins on each 4 directions.
- Use "1, 5" spacing.
- A4 paper size
- Pages must be numerated by Word, not manually.
- Section titles will be centered, with black Times 12 in capital letters and simple spacing. Sections and headings must not be numbered. Subsection titles will be written on italics Times 12. Example:

<table>
<thead>
<tr>
<th>Second level subtitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE 1</td>
</tr>
<tr>
<td>TITLE 2</td>
</tr>
</tbody>
</table>

- Tables and figures will be put on the article's body and not at the end. All of them must be numerated on a sequence and references to them must be made through number and not by location. Tables titles must be put above while figure titles must go down. Every graphic, map, diagram, photo or any kind of illustration is considered a "figure". The article will be done on black and white and effects can be made with tones and contrasts.
Equations must be numbered consecutively through the document and aligned to the right in this manner: (1), (2), etc.

This is the correct way to put numbers: the whole part of the number will be set apart from the decimal part with a comma, not by period or space. Comma will only be used to mark decimals, never thousands, as done in English. Whole 4 digit numbers (from 1000 to 9999) will be put with no spacing, periods or commas. Whole 5 digit numbers or above will have an apostrophe every 3 digits, counted from right to left.

If variables were to be enumerated, it will have to be done with italics. We recommend have careful and check the article's consistency.

Foreign words (except proper names) go in italics.

APA— American Psychological Association (6th edition) rules will apply for text presentation, text references and citations. For further information consult http://owl.english.purdue.edu/owl/resource/560/01/

Footnotes are not allowed.

Aside from Track 1 (Economy, Finance and Accounting), footnotes are not allowed.

To be a candidate for the conference, articles must not be over sixteen (16) pages long, where at least 7 must be text and 5, tables and figures (what its included on the appendix or the annexes is considered in the page count). The article's density has no limits, but must have approximately 5000 words (besides tables and graphics).

ARTICLE'S FRAMEWORK

First page's features and content

- **Title.** The paper's title will be written on Times 16, black and centered. From that point on, the whole text must be done on Times 12.

- **Do not** include names, e-mails or affiliations, because this information will go on the inscription form.

- **Summary.** It can't be over 100 words (or 2000 characters).

- **Keywords.** At least one (maximum 3) that makes indexation easier must be indicated. Both summary and keywords must be put on Times 12 and black.

Characteristics and content of the other text: Introduction and objectives

- Main body (preferable) mainly on empiric application works.
  - Theoretical framework/literature revision.
  - Methodology.
  - Research development (where the results and main points of the scientific contribution are pointed out).
55th Annual Assembly CLADEA 2020

“The future of work, social impact and the role of business schools”

October 21-23

Guadalajara, Mexico

• Final words (conclusion, recommendations, future researches, etc.).
• Full references.
• Appendix or annexes (optional).

ABOUT PAPER'S DELIVERY

• Articles must be uploaded through en [Easychair]. To do so, one of the authors, in behalf of the rest of the team, will have to register and create a username. Through this platform, he/she will be able to follow the status of the article. If it has been accepted, rejected or commented, the author will know.
• The information of every person involved has to be included on the electronic form as well as indicating track 11.
• The same author can send more than one article, whether as sole author or as co-author.

ABOUT THE REVISION

• Every article will go through an external quality control. To guarantee evaluations will remain impartial, papers will be evaluated by experts on each field on the "blind review" modality. They will not neither the authors identity nor their affiliations until exposition day. For each article there will be at least two reviewers supervised by the session's president (or track chair).
• The following criteria will be considered: quality or academic level, originality, contribution to knowledge and teaching, clarity in presentation, redaction and literature, interest and how current the subject is.
• Results can come in (a) Accepted, (b) Rejected and (c) invite to Interactive Session.
• Interactive sessions include promising papers that require changes. Feedback will be offered during these sessions.

ABOUT THE CONGRESS

• At least one author from the team has to attend to present the research.
• Each author will have to pay separately his/her entrance to the event.
• Each author that attendance, participates and presents a topic will receive a participation certification.
• Each author is responsible for making a registration payment until October 04th, 2020.

Executive Office – CLADEA