

Yarmouk University

Faculty of Business 2023

**“International Conference on New Trends in Business Environment”**

**(ICNTBE, 2023)**

**Submission Guidelines for papers**

The submission deadline is **5th August, 2023**

**Please read these guidelines and instructions carefully and strictly follow them when writing and submitting your paper.**

As a presenting author, you may only submit one competitive paper. However, you may be the author of multiple submitted papers without presenting or submitting them. By submitting a paper, the author agrees to attend the conference and present it if it is accepted. If, after the paper's acceptance, the submitting author is unable to attend the conference, only one of the co-authors may assume the presenting role.

**Upon your submission is accepted, you must choose whether to publish the full paper or just the abstract (1st page of your submission) in the conference proceedings**. If you choose to only publish the abstract, you must mention this when uploading your paper, or contact [icntbe2023@yu.edu.jo](mailto:icntbe2023@yu.edu.jo).

Papers evaluation will be based on the quality of the research, the originality of the findings, the contribution to the subjects’ discipline within the subfield associated with the paper's track, and the clarity of the presentation. The track chairs will determine whether or not your paper will be accepted for oral presentation.

**General Guidelines for Submitting Papers**

All guidelines and criteria below apply for submissions to one of the regular conference tracks:

1. The research topic should be related to one of the conference tracks, and interdisciplinary topics in more than one track are welcomed.
2. Submissions are accepted in both English and Arabic languages.
3. Submitted papers should be original work that have not been previously published.
4. The total word count for the research paper should be between 4000-7000 words including all references and appendices.
5. Ensure you have the required information for each co-author of the paper at the time of submission.
6. Empirical papers must include the research's objectives, methodology, main findings, implications, and references.
7. Conceptual papers will be evaluated according to precise conceptual contribution criteria.
8. By submitting, you affirm that (a) you agree to register for the conference and to present the paper if it is accepted; and (b) the paper has not been submitted to other conference tracks, nor has it been presented at a conference previously.

**Formatting Requirements**

When preparing your paper for submission, please be sure to adhere to the formatting guidelines meticulously.

**Papers in Arabic should be:**

1. A4 size page formatting.
2. All full papers Must be submitted in Microsoft Word, double-spaced, in Simplified Arabic, font size 16 bold for the main heading, 14 bold for sub-headings, 14 normal for the rest of the texts, and font size 12 normal for tables, figures and abstracts.
3. 2.5cm margins at all sides (top, bottom, left, right).
4. Abstract of (150-200) words summarizing the main goals, findings and conclusions of your research.
5. Specify a maximum of 5 keywords

**Papers in English should be:**

1. A4 size page formatting.
2. All full papers Must be submitted in Microsoft Word, double-spaced, in Times New Roman, font size 14 bold for the main heading and sub-headings, 12 normal for the rest of the texts, and font size 10 for tables and figures, abstracts and footnotes.
3. 2.5cm margins at all sides (top, bottom, left, right).
4. Abstract of (150-200) words summarizing the main goals, findings and conclusions of your research.
5. Specify a maximum of 5 keywords

**Structure of the paper:**

* **Page 1 (First page)**
* The title of the paper (bold, all capital letters, centered).
* Followed by Author Names, Affiliations and Corresponding author information.
* Followed by an abstract summarizing the main goals, findings and conclusions of your research.
* Specify a maximum of 5 keywords
* Identify the track your paper is intended for.
* **Main structure of your paper**
* Should start on page 2.
* At the start of each new paragraph or section, you should indent the first line.
* **Headings and sub-headings.**
* Major headings should be numbered sequentially. The first letter of each major word should be capitalized and all of the other words should be in lower case. One single space line should precede, and one single space should follow a major heading.
* Sub-headings should be numbered according to the main heading. One space line should precede a sub-heading. Only the first letter of the first word should be capitalized.
* Figures and Tables should be integrated within the text as close as possible to where they are first mentioned.
* Formulae. Displayed formulae should be numbered consecutively throughout the paper as (1), (2), etc..
* **References in the main text.**

References to publications in the text should follow APA style. Please refer to [APA style](https://apastyle.apa.org/style-grammar-guidelines/references) for more guidance.

* **Bibliographic References:**

Should be sorted alphabetically by (first) author, and allow the APA-style of referencing. It should start on a new page.