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Abstract: This is the format of your full paper. Use **A4-sized** pages (21 x 29 cm) with top, bottom, left, and right margins of 3 cm. Use single space and 10pt size Arial throughout the paper. Abstract should contain at maximum 250 words.

Keywords: (10pt Arial, no more than 7 keywords, left aligned, use a comma as a separator, capitalize each word)

1. Introduction

The Full Paper must be written in English within 10pt Arial. The text should be justified.

2. Title, Authors, Affiliation, and Keywords

The first page must contain the Title, Author(s), Affiliation(s), Abstract and the Keywords. The Introduction must begin afterwards.

3. Headings

3.1. Main Headings

The main headings should be written left aligned, in 10pt Arial, and bold. All major words in the headings should be capitalized. There should be a 10pt space before and after the main headings.

3.2. Secondary Headings

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4. Page Numbers

Please **don't** add any page numbers as they will be added before publication.

5. Figures

All figures should be numbered consecutively and captioned. The title should be 10pt Arial

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and placed under each figure. All figures **must be cited** in the text. 10pt space should be given before and after the table. After the table, source should be given (if available). The figures ought to be prepared in word or excel.

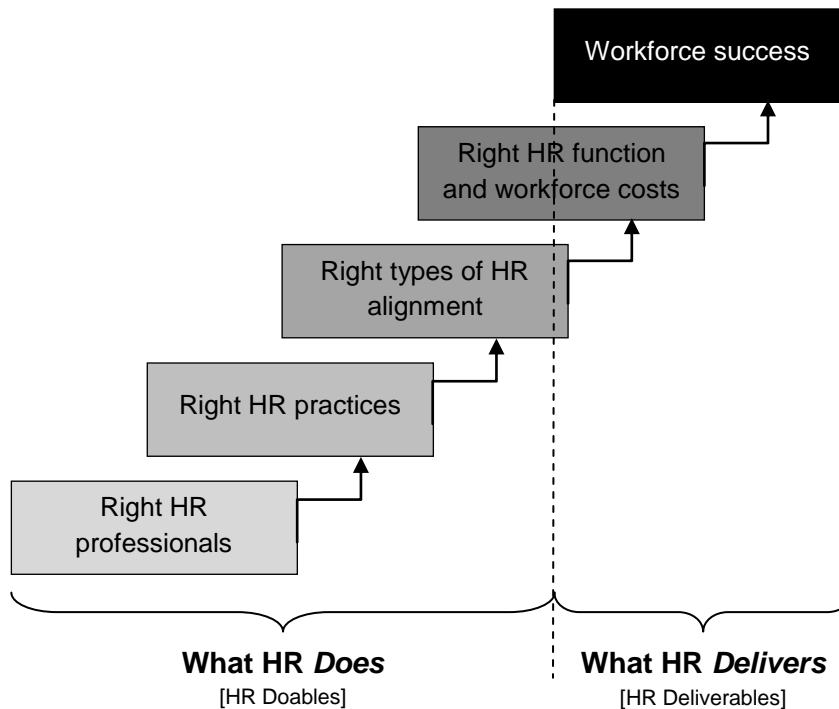


Figure 1. Five key elements of the HR scorecard

Source: (Add the source if available, Arial 9 pt)

6. Tables

All tables should be numbered consecutively and titled. The title should be 10pt Arial and placed on top of each table. All tables must be cited in the text. 10pt space should be given before and after the table. After the table, source should be given (if available). The tables ought to be prepared in word or excel.

Table 1. Example of the construction of one table

| xx | yy | zz |
|----|----|----|
| 21 | 22 | 23 |
| 31 | 32 | 33 |
| 41 | 42 | 43 |
| 51 | 52 | 53 |

Source: (Add the source if available, Arial 9 pt)

7. Equations

Formulas **must be** written with **MSWord Equation**. For decimals, please use “dot” and for thousands, please use “comma” (i.e. \$1,000.00 for one thousand).

A displayed equation is numbered, using Arabic numbers in parentheses. It should be centered, leaving a 10pt space above and below to separate it from the surrounding text.

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$$RD_{i,t} = \beta_0 + \beta_1 CASH_{i,t-1} + \beta_2 MB_{i,t} + \beta_3 SALES_{i,t} + \beta_4 SIZE_{i,t} + \beta_5 LEV_{i,t} + \varepsilon_{i,t} \quad (1)$$

8. Format of References

References should be cited in the text and all citations must be listed in the references. There shouldn't be any mismatch between citations and references. The Harvard referencing system must be followed (Please take a look at the following link for more details on <http://libweb.anglia.ac.uk/referencing/harvard.htm>).

Citations in the text must appear as surname(s) and date and complete references must be listed alphabetically at the end of the paper.

When a cited work has three or more authors in the text, the form (main author *et al.* year) is used (Don't forget to italicize *et al.*).

Online citations include the date of access. Ampersand (&) is not used, unless it is a widely used expression (e.g., R&D), or included in a company name (e.g., Standard & Poor's).

When reference is made to more than one work by the same author(s) published in the same year, each citation is identified in the text in the form (Schendel, 2005a, 2005b). These references must be alphabetized by article title.

9. Conclusion

Full Papers in format for publication should be submitted by email to forum@eafpeb.org in docx format.

10. References

Examples of correct references style include:

Books with one author: Redman, P., 2006. *Good essay writing: A social sciences guide*. 3rd ed. London: Sage.

Books with multiple authors: Adams, R.J., Weiss, T.D., and Coatie, J.J., 2010. *The World Health Organization, its history and impact*. London: Perseus.

Chapters of edited books: Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.

Print journal articles: Boughton, J.M., 2002. The Bretton Woods proposal. *Political Science Quarterly*, 42(6), pp.564-578.

Wall, T., Michie, J., Patterson, M., Wood, S., Sheehan, M., Clegg, C.W., and West, M., 2004. On the validity of subjective measures of company performance. *Personnel Psychology*, 57(1), pp.95-118.

Kaplan, R.S. and Norton, D.P., 1992. The balanced scorecard – Measures that drives performance. *Harvard Business Review*, 70(1), pp.71-79.

Articles available on the internet: Kipper, D., 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at: <http://www.popsci.com/popsci37b144110vgn/html> [Accessed 22 June 2009].

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