

# 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 around 3,000 words (inc. references, appendices & other material).


**Submission period** for short papers for the (main) 40<sup>th</sup> EGOS Colloquium in Milan, July 4–6, 2024:

– Start: Monday, October 16, 2023

– End: Tuesday, January 9, 2024, 23:59:59 Central European Time (CET)

The deadline of January 9, 2024 is **unchangeable** and therefore extensions can categorically not be granted!

## Prior to uploading your short paper

 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 an 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 email [or your EGOS member number] + your password.

 Your short paper should **comprise around 3,000 words**, according to the following format:

- Font: 12 pt, Arial or Times New Roman
- Margin left/right: 2.5 cm
- Line spacing: 1.5
- Citation of references: according APA

Do not use capital letters in your paper’s 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

Please state **your name** (and that of your co-author/s, if applicable) + **affiliation** + **email** at the top of your short paper [because no (single/double blind) peer review].

Short papers should be submitted as a **pdf, docx or doc** file. Please do not upload txt files!

 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 her/his EGOS member number.

**Please note:** You may only appear as co-author in a maximum of TWO further short papers!

See also at: [https://www.egos.org/2024\\_Milan/SUB-THEMES\\_CfPs/Important-Infos](https://www.egos.org/2024_Milan/SUB-THEMES_CfPs/Important-Infos)

# Uploading your short paper via the EGOS website

- Log in to [www.egos.org](http://www.egos.org) with your email address [or EGOS member number] + your password.
- “MyEGOS” section: Below the headline “40th EGOS Colloquium in Milan 2024”, click on the pink box **Submit your short paper**
- A new window opens – and now, please ...

## → Fill in the form:

### 1. Choose your sub-theme

- Click in this box, scroll down and select “your” sub-theme.

### 2. Enter your short paper title

- Click in this box and enter the title of your short paper.

### 3. Please answer following questions

- Tick, if applicable, the respective boxes.

### 4. Add your co-authors

Your name + email address, as submitter (main author), is automatically displayed there!

You can now add one or more co-author/s. To do so, click on **Add co-author** – and then enter her/his/their email address.

### 5. Upload your short paper

- Click [in the box] on **Select upload file or drop it here**
- Upload your short paper file from your computer.
- Click on **Submit your short paper**

You will then receive an email, confirming that you have successfully uploaded your short paper.

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**Please note:** You can re-upload your short paper, should you have submitted it to a “wrong” sub-theme or wish to upload an amended/updated version [only possible until end of deadline = January 9, 2024, 23:59 CET]. In such a case, please proceed as follows:

- **MyEGOS** section: Below the headline “40th EGOS Colloquium in Milan 2024”, click on:  
Status: **Edit your short paper**
- A new window opens → Scroll down to the end of the page and then click on:  
**Delete your short paper application**
- A new window pops up → If you “really want to delete your application”, please confirm this by clicking on: **Delete Application** --- You will receive a confirmation that your short paper has been deleted, i.e. removed from the EGOS database system.
- If you want to re-submit a revised version of your short paper, or to upload it to another sub-theme, please re-start the submission process (see above).

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