

**11th International Conference on Workplace Bullying and
Harassment
5th-8th June 2018
Bordeaux, France**

Writing Guidelines for Full Opt-in Papers

- Papers are to be written in Microsoft Word (or compatible) formatted according to the instructions below.
- To facilitate blind review, please ensure that any features that could identify an individual are removed from the submitted paper.
- Author name(s), affiliation and contact details will be submitted via the online submission form along with the abstract; the full-paper to be submitted to the conference chair direct in pdf format.

Formatting Your Paper

Title

(Sentence case, 14 point Times New Roman, Bold, Centred)

[Author(s)]: (Surname(s) and Name(s). (lower case, 12 point Times New Roman)

[Affiliation(s)]: (If there is more than one institution, please use superscript numbers to link authors to their affiliation). Include only the institution, city, state, and country).

[Presenting author]: Surname, name and e-mail address, underline presenting author on the cover page

Opt-in: To be specified on the top hand right corner of the cover page: ***Opt-in: Yes or No*** (Yes, indicating that the author/s wish for the full paper to be included in conference proceedings; otherwise only abstract will be included)

Abstract

- Up to 150 words

Keywords

- 3-5 keywords, 12 point Times New Roman, Left justified.

Body

- Sentence case, 12 point Times New Roman, left justified.
- Papers should be between 4000 - 5000 words.
- Figures are not permissible.
- Headings are permissible – e.g. Aim, Methods, Results, and Conclusions – if relevant.
- If empirical research is reported, then please indicate whether qualitative, quantitative or mixed methods

Referencing Style: APA Style