

Guidelines for formatting a paper for the *happy projects'12* student paper award

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happy projects'12 student paper award

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PROJEKT MANAGEMENT GROUP

The PROJEKTMANAGEMENT GROUP provides high quality education and research services in project management at the University of Economics and Business Administration Vienna. The objects of consideration in teaching and research are the management of project-oriented organizations, project management, programme management and the Project-oriented Society.

Further short biography(ies) of author(s) and short description(s) of organization(s) of author(s), if any

Abstract

This formatting guidelines aim to support you in the preparation of your full paper for the PMG – student paper award. The guidance is provided regarding: scope of the paper, layout and process of submitting the full paper.

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1. Scope of the paper and criteria

- The length of the paper must not exceed 15 pages including everything! (title, references etc.)
- The first page is the title page, on the second page please put a short description of author(s) and description(s) of organization(s) of author(s) as well as a short abstract of the paper (each max. 100 words - See page before.)
- It is proposed that the paper should further include a short introduction, the research question, methodology, results, outlook and references
- Language of the paper: English
- The author(s) must be master or PhD students or currently finished (no longer than 6 months, when applying). Scientific claim: Observe the rules for quotations, add a list of literature
- The papers must solely be written by one/more students
- The paper itself should not have been published before in a journal or at a conference (IRNOP, IPMA, EURAM, ICEC etc.)!

2. Layout of paper

- **Paper size and margins:** The paper should be formatted for A4 (210x297 mm) paper size. Margins should be set to 3 cm for top and bottom, and to 2,5 cm for sides of each page.
- **Front for title, headings text:**
Please use
 - for the title: Tahoma 34 point bold ,
 - for the name(s) of the author(s): Tahoma 20 points bold
 - for the organization(s) of the author(s): Tahoma 16 pointsAn example for the title is provided at the first page of these guidelines
Use Tahoma 12 points bold for headings, and Tahoma 11 point for the text.
- **Headings:** Please use a continuous numbering for all headings.
- **Text space:** The text should be singled spaced with double spacing between paragraphs
- **Figures and tables:** All figures and tables should be captioned and numbered consecutively with Arabic numerals. Example: *Figure 1: PM process*. Figures must be in black and white and produced using readily available software packages. Acceptable forms include Microsoft Excel, Power Point.
- **References in the text:** Please avoid footnotes. The notion to be used for references must be author-date system of reference. In parentheses list author(s), publication year, and page number, if applicable. Example: (Gareis et. al. 1998, p.17)
- **Reference List:** The reference list shall be at the end of the paper. Do not use a computer generated reference list or endnotes. Example: Gareis, R. (ed), 1990, Handbook of Management by Projects, Manz, Vienna.

3. Submitting the paper

- The full paper has to be submitted in any case in electronic version per e-mail to Claudia.weninger@wu.ac.at . The recommended data-processing software is Microsoft Word. Please do not send zip files, as we are unable to receive them.
- Please also send picture(s) of the author(s) in electronic version.
- If you have any questions please contact **Claudia Weninger** by email or phone:+43/1/31336 - 5533.