



# SUBMISSION INSTRUCTIONS

## 1. General submission process

All proposals must be submitted directly to each Track via the **AIB 2022 Online Submission System** at <https://meetings.aib.msu.edu/lac/2022/>

All manuscripts and proposals must be submitted by **January 24, 2022 (23h59, Miami – Florida USA time zone)**. Please make sure to get your submissions in early to avoid any connectivity problems as the submission site could be extremely busy towards the deadline.

## 2. Rule of Three

AIB enforces a **Rule of THREE** for the annual conference. No person (as author, co-author, or panelist) may be associated with more than three submissions for the AIB-LAC 2022 Conference. This rule does not apply to appearances in pre-conference activities (e.g., workshops, consortia, chapter meetings), invited appearances at plenaries or special sessions by the Program Committee, session chairs, moderators, or listings resulting in from AIB officer roles.

## 3. Code of Conduct

Scholars submitting papers to AIB-LAC 2022 are expected to act professionally in their research and conference participation, following relevant professional codes of ethics and respecting our diverse members. It requires adhering to the following standards:

**Conflict of Interest** - Authors who have a conflict of interest relationship with a track chair shall submit their paper to another track or the "Special Submissions" track. Conflicts of interest arise from author relationships with current and former Ph.D. students, current and former Ph.D. advisors, members of the same department, co-authors, family members, and the like.

**Responsibility to Review** - Authors submitting papers to the conference commit to reviewing papers for the conference.

**Responsibility to Present** - For sole-authored papers accepted, authors commit to register for the conference and present the paper. If co-authored, at least one of the authors will do so. No personal requests for variation of time slots will be accommodated, and authors will present in the time slots allocated.

**Plagiarism** - Plagiarism will not be tolerated. Authors ensure that submitted papers are their own work and appropriate credit is given to sources, including any authors' previous work. The conference organizers reserve the right to reject papers by authors not acting professionally. A random selection of papers will be submitted for plagiarism checks, and any paper will be rejected if assessed to violate professional standards.



## 4. Sub-domains of International Business

Each submission must fit any of the **six sub-domains of international business**:

- (i) The activities, strategies, structures, and decision-making processes of multinational enterprises.
- (ii) Interactions between multinational enterprises and other actors, organizations, institutions, and markets.
- (iii) The cross-border activities of firms (e.g., intrafirm trade, finance, investment, technology transfers, offshore services).
- (iv) How the international environment (e.g., cultural, economic, legal, political) affects the activities, strategies, structures, and decision-making processes of firms.
- (v) The international dimensions of organizational forms (e.g., strategic alliances, M&A) and activities (e.g., entrepreneurship, knowledge-based competition, corporate governance).
- (vi) Cross-country comparative studies of businesses, business processes, and organizational behavior in different countries and environments.

## 5. Selection of Type of Submission

You will be asked to choose from **five kinds of submission**: competitive, interactive, poster, teaching cases, and panel.

### 5.1 Competitive

Competitive sessions are more formal and allow longer presentations at the conference. Papers submitted to competitive sessions must be mature and fully developed. Manuscripts submitted to competitive sessions may end up in an interactive session because of lack of space on the program or lack of fit with any existing competitive sessions. Please see the format instructions of "**Conference Paper**."

### 5.2 Interactive

Interactive sessions are primarily designed for shorter manuscripts (in research note formats) or work-in-progress pieces, which could benefit from informal feedback from other participants. Interactive sessions are held in a roundtable discussion format with shorter oral presentations, allowing for interaction with other researchers with similar interests. Please see the format instructions of "**Conference Paper**."

### 5.3 Poster

Poster sessions are dedicated to work-in-progress or for highly specialized issues of limited appeal, which represent important research areas. Two referees review poster submissions under more flexible criteria than for other categories. Please see the format instructions of "**Extended Abstract**."

### 5.4 Teaching Cases

Teaching cases sessions or teaching IB tracks are designed to provide the opportunity to share innovative approaches to making teaching IB more effective, more engaging, and more rewarding. All submissions should be submitted to **Track #8, "Teaching and Learning in International Business."**



## 5.5 Panel

Panel discussions serve as forums for issues of contemporary interest to IB scholars. Panels are complete sessions organized as a single submission by a panel chair around a common theme. Panels may have a variety of formats, including roundtables discussions, keynote and discussion with a very senior scholar(s) not generally involved in AIB, pro and con debates, and professional development workshops. Panels are expected to allocate substantive time to a genuine interchange between the panelists and/or the audience. Please see the format instructions of "**Panel proposals.**"

## 6. Formatting instructions

Please note that for ALL SUBMISSIONS:

- Only **original paper/case/panel will be considered**. The submission must not be previously published or accepted elsewhere and must not be under review by any other conference or journal during the review cycle.
- Should include an **abstract, between 150-200 words**.
- On its front page at the top right, must state the requested **Track** (number and title).
- Must be written in **English**.
- Must have **no author identifying information**: None of the pages (not even the first page) should list any author information. Also, the File Properties for the documents should be cleaned to remove identifying information.
- Must follow the [JIBS Style Guide](#).
- The submission should preferably be saved in Adobe Acrobat (PDF) format to ensure that reviewers see it in an intended way. A free PDF conversion tool for most file formats is available at [DocuPub PDF Converter](#). However, Microsoft Word files will also be accepted. If submitting a Microsoft Word file, the document must be checked for viruses using an updated anti-virus software utility before submission.

### 6.1 Conference Papers

- All paper submissions **must be fewer than 12,000 words** inclusive of all materials, including tables, figures, appendices, and references. Papers exceeding these limits will be returned to the authors.
- Conference paper applies to the submission types: **competitive and interactive**. Note that a paper submitted as competitive/interactive may end up in a different session because of a lack of space on the program or lack of fit with any of the existing sessions.
- Authors must choose the most appropriate Track for their submission.
- All paper submissions will be subject to a double-blind review process and will be evaluated using the following criteria: interest to AIB-LAC members, analytical rigor, appropriateness of research methods utilized, innovativeness, and significance of conclusions.



## 6.2 Extended Abstract

- The extended abstract **must be fewer than 1,500 words** inclusive of all materials, including tables/figures, appendices, and references. Submission exceeding these limits will be returned to the authors.
- Each submission should include an **abstract, between 150-200 words**. While this seems redundant, it is a prerequisite for the AIB-LAC proceedings in which all poster abstracts will appear.
- Please make sure the extended abstract outlines:
  - (i) Research gap
  - (ii) Relevance and contribution
  - (iii) Theoretical basis
  - (iv) Intended method
  - (v) Preliminary results (if existing)
  - (vi) References
  - (vii) Tables/figures and appendices (if existing)
- If the **extended abstract is accepted**, it will be assigned to the **Poster Session**.
- Authors must choose the most appropriate Track for their submission.
- All extended abstract submissions will be subject to a double-blind review process and will be evaluated using the following criteria: interest to AIB-LAC members, quality, innovativeness, and potential contribution to the IB field.

## 6.3 Teaching Cases

- Only **original cases will be considered**. They must be connected to the International Business area. The cases must not be previously published or accepted elsewhere and must not be under review by any other conference or publication during the review cycle.
- All submissions **must be fewer than 5,000 words** inclusive of all materials, including tables/figures, appendices, and references. Cases exceeding these limits will be returned to the authors. The submission should include the following information:
  - (i) Cover page with a Title and Abstract (between 150-200 words)
  - (ii) A brief outline of topics to be covered in the presentation
  - (iii) Specific pedagogical topic to be addressed
  - (iv) Case Description
  - (v) Teaching Notes mentioning target (i.e., undergraduate, MBA, graduate students) as well as theoretical approach
  - (vi) List of equipment needed to deliver the presentation.
- On its front page at the top right, each submission must state **Track #8 - Teaching and Learning in International Business**.
- All submissions will be subject to a double-blind review process and will be evaluated using the following criteria: interest to AIB-LAC members, relevance, quality, impact, and innovativeness.



## 6.4 Panel Proposals

- Panel proposals should be **no more than 6,000 words** inclusive of all materials and must be submitted by the panel chair. Each proposal must include:
- A **Title Page** that includes the panel name, the session format (e.g., pro and con debate, moderated roundtable discussion, keynote, and commentary, professional development workshop, etc.), names and contact information for all participants and their roles in the panel (please identify the chair, discussants (if any), and the panelists).
- An **Abstract (between 150-200 words)** that summarizes the panel (to be used in the Conference Proceedings).
- A detailed overview statement of the main issues addressed or arguments to be made in the panel.
- Any special room setup or technical requirement that the panel requires (please note that the feasibility of these requirements will be part of the evaluation criteria).
- Copies of emails/letters from each participant, indicating an agreement to participate at the panel if the proposal is accepted.
- While designing the panel, please keep in mind that sessions at AIB-LAC conferences are constrained to 75 minutes. Please also note that only panelists who plan to appear in person at the conference should be listed in the submission and the cover page.
- Panel proposals will be evaluated on the following criteria: interest to AIB-LAC members, quality, innovativeness, fit with the conference theme, participants from multiple universities.