

2nd EMES-Polanyi International Seminar
**Societies in transition: Social and solidarity economy,
the commons, public action and livelihood**

CNAM, Paris (France) · 19 - 20 May 2016

GUIDELINES FOR FULL PAPERS

To the largest possible extent, authors are invited to respect the following minimal guidelines:

- **Papers' length:** full papers should not exceed 20,000 words (approx. 10 pages), including references.
- **Characters' type:** **Calibri 12**. Use one line space between paragraphs.
- **Title styles:** maximum 4 levels, numbered (1., 1.1., 1.1.1. and 1.1.1.1.).
- **Boxes, tables, graphs, figures** must be numbered and titled.
- Use **footnotes** (not endnotes). Characters' type for footnotes: Calibri 10.
- Use double **quotation marks** (") for dialogue and quoted material in the text. Single quotation marks (') are used for quotes within quotes.
- **Punctuation:** Use no space before and a single space after: full points, commas, colons, semicolons, question mark or any other closing punctuation mark.

Example of comma, example of full point. Example of colon: example of full point.

Example of semicolon; example of full point. Example of question mark?

- **Reference system:** The *reference system* adopted is the Harvard reference system: cite the authors' surname, the year of publication and the page reference immediately after the quoted material.

"In Europe, the concept made its first appearance in the early 1990s, at the very heart of the third sector, following an impetus that was first Italian, linked closely with the co-operative movement." (Defourny and Nyssens 2006: 4)

When referring to a text whose authors' surname is cited in the text, just cite the year of publication – and of course, if applicable, the page reference – immediately after the name.

According to Laville and Nyssens (2001), social capital is a fully fledged production factor within social enterprises since it is part of the production process and it improves it, mainly by reducing the transaction costs (...) and by reducing the production costs (...).

If there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc. When they are more than two authors, cite the first author's surname, followed by "*et al.*".

The authors conclude that "nearly all the organizations in the sample analyzed

declared that they had more than one goal" (Campi *et al.* 2006: 45), which confirms the multiple- goal hypothesis.

When citing two references or more, use a semicolon.

To a large extent, these interpretations of the economic role of third sector organisations are compatible (Anheier and Ben-Ner 1997; Krashinsky 1997), and they have often been used jointly.

- **Bibliography:** As far as the *bibliography* for article in English is concerned, check carefully that it lists every work cited in the text.

First line: negative indent – 1.25 cm.

The order of entries for one author with others should be:

- 1 – Books and articles by a single author in date order.
- 2 – Titles by the author written with one other person, arranged alphabetically by second author.
- 3 – Titles by the author with two or more others in order of date, as these will all be cited as, for example: "Campi *et al.* 2006" in the text. Check whether any of the entries needs to be distinguished by using a, b, etc. (2006a, 2006b, etc.).

Type the bibliography in the order: author's name, initials, "(ed.)" or "(eds)" (if applicable), date, *title*, place of publication, publisher, as in the following example (please note where commas are used and where they are not used):

Nyssens, M. (ed.) (2006) *Social Enterprise*, London and New York: Routledge.

Type book and journal titles in italic with main words having capitals. Type article and chapter titles with essential capitals only and in double quotation marks. Give the number of the volume and number of issue immediately after the journal title.

Campi, S., Defourny, J. & Grégoire, O. (2006) "Work integration social enterprises: are they multiple-goal and multistakeholder organizations?", in Nyssens, M. (ed.) London and New York: Routledge, pp. 29-49.

Bode, I. (2003) "Flexible response in changing environments. The German third sector in transition", *Nonprofit and Voluntary Sector Quarterly*, 33, 2, pp. 190-210.

For two and more authors, use the "&" sign between the (last) two authors, rather than "and"; this makes it possible to avoid language problems when the title of the work is not in English.

Campi, S., Defourny, J. & Grégoire, O. (2006) "Work integration social enterprises: are they multiple-goal and multistakeholder organizations?", in Nyssens, M. (ed.) *Social Enterprise*, London and New York: Routledge, pp. 29-49.

Defourny, J. & Nyssens, M. (2006) "Defining social enterprise", in Nyssens, M. (ed.) *Social Enterprise*, London and New York: Routledge, pp. 3-26.

For papers presented at conferences, indicate the title of the paper in double quotation marks, and the conference title in italics. For example:

Author, I. (Year) "Title of the paper", paper presented at the *Title of the conference*, Town, complete date.

Electronic references should be included in the main bibliography. Note that the date mentioned in brackets is the access date. If the text was published only on the Internet then the entry should be as below but without the place name and publisher.

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. Online. Available HTTP: <http://www.ingress.com/~astanart.pritzker/pritzker.html> (4 June 1997).

In the bibliography, use ", pp. 32-7" when referring to several pages, ", p. 6" when referring to one page.

Bode, I. (2003) "Flexible response in changing environments. The German third sector in transition", *Nonprofit and Voluntary Sector Quarterly*, 33, 2. pp.190-210.

For interviews you have conducted, include the following details:

Interviewee's name, Initial of first name (year of interview) *Title of interview*, interviewed by Interviewer's name, Initial of first name, location of interview, exact date of interview.

Use small fonts (not capital letters) for the surnames, be it in the references in the text or in the bibliography.

All full papers received by **May 9th, 2016** will be included in the review process by members of the Seminar Scientific Committee with a view on launching (among other publication initiatives) the 2nd EMES-Polanyi Conference Papers Series, which will be published at www.emes.net after the event. For your information, publications on the EMES website receive an average of over 1,000 downloads per month, so this Series constitutes a unique opportunity to share your work with the rest of the community of scholars.

If your article is positively evaluated, we will contact you to complete the consent form for online publication of your piece.

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The articles received will not be distributed so please if you wish to hand out a copy of your paper, make sure to bring at least 15 copies to distribute to the session participants.