

## USASBE/SBI 2006 JOINT CONFERENCE PROCEEDINGS CASE GUIDELINES

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### GENERAL INSTRUCTIONS

Please read and follow these guidelines carefully in preparing your *accepted* case submission for the *Proceedings of the USASBE/SBI 2006 Joint Conference*. Dr. Leslie Toombs will be editing the *Proceedings*, in consultation with Dr. Geralyn Franklin, General Program Chair, and Dr. Kirk Heriot, General Program Co-Chair.

In order to have your case summary included in the *Proceedings* and Conference Program, you must e-mail (a single e-mail with a subject line of "Lead or Contact Author Last Name for USASBE/SBI 2006 Cases" is requested) your appropriately-formatted, one-page synopsis (see specific instructions below) as an attachment to [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu) **no later than November 1, 2005**.

By sending the case summary in electronic form, you are granting USASBE/SBI permission to publish your submission in the *Proceedings* and distribute it to the conference attendees. If you fail to respond to this request, a single page with the title of your case and the abstract provided in your original submission will be included.

The manuscript file must be in Microsoft Word format. Please remove any hidden commands (i.e. track changes) prior to submitting your electronic file.

### SPECIFIC GUIDELINES

Please read and carefully follow these specific guidelines for case submissions for the *Proceedings* and Conference Program. Questions should be e-mailed to Dr. Leslie Toombs at [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu).

#### Guidelines for Case Submissions

- Submissions must be in Microsoft Word format.
- **Case summaries must not exceed one page.**
- The case summary should only have two main headings: CASE OBJECTIVES AND USE and CASE SYNOPSIS
- Submissions are to be single-spaced on 8 ½ x 11 inch pages. Margins are to be 1 inch on all sides.

- 12-point Times New Roman font must be used.
- Do not number the page for your submission.
- The top of the page should begin with the title of your case in UPPERCASE, centered on the page; single space multiple line titles (no blank lines) and double space after the title (leaving one blank line). Immediately below the title, the name(s) of author(s) (bolded) and affiliations (not bolded) should be centered. For the lead or contact author *only*, full contact information should be centered and included (address, telephone number, and e-mail address). Do not use titles such as Dr., Professor, Ph.D., etc. *Note:* Refer to the first page of this document for a sample of how your document should look.
- A case summary should include only two sections: “Course Objectives and Use” and “Case Synopsis”.
- The summary should be single-spaced. All paragraphs should be separated with a single blank line.
- Main headings are to be printed in UPPERCASE, bolded and centered on the page. Thus, you should have main headings for CASE OBJECTIVES AND USE and CASE SYNOPSIS. All headings should be separated with a single blank line before and after them.
- Paragraphs are not numbered or indented. Paragraphs are to be left aligned (but not right justified).
- This document should be saved in Word format with the lead or contact author’s last name as follows: lastnamecase.doc or toombscase.doc

### **Submitting Your Case**

Please send a single e-mail with a subject line of “Lead or Contact Author Last Name for USASBE/SBI 2006 Cases” to [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu) **no later than November 1, 2005**. You should attach your one-page Word document.