



Indian Accounting Association

GUIDELINES FOR CONFERENCE PAPERS AND SELECTION OF BEST PAPERS

Part-A: Guidelines for Paper Contributors:

1. Research Papers/Articles are to be invited by the Conference Secretary by launching a Website and releasing a brochure in the month of May/June for the All India Accounting Conference of IAA to be held in October/ November/ December every year. The website will provide rules and guidelines for the preparation of papers and selection of best papers with important dates.
2. **Guidelines for Preparing the Manuscript/Research Paper:**
 - The research paper should be preferably between 3000 and 5000 words in length excluding tables and references, and an abstract of not more than 500 words.
 - It must be in MS Word and PDF Format in 12-Point Times New Roman and One-and-a-Half Spaced.

a) Cover Page should contain the following:

 - Paper title: Bold, Centred and in 14-Point. Each word should start with a capital letter.
 - Author's Name: Centred and in 12-Point; with address (Department /College/ Affiliating University/Organization) and e-mail address below the name in 10-Point. The name (s) and other details of author(s) except on cover page will not appear in any page of the manuscript.

b) Abstract and Keywords:

 - Abstract: Italic; Do not use symbols, special characters, footnotes or reference citations
 - Keywords: Italic, lower case, separated by commas and alphabetical arrangement

c) Body - Text: In 12 Point and there should be 1-inch margins on all four sides.

 - An introductory part outlining the background and importance of the study
 - Brief literature review and research gap
 - Objectives of the study, hypotheses (if any) and methodology adopted
 - Analysis and interpretation
 - Major findings of the study
 - Concluding observations and policy/managerial implications (if any)
 - References

d) Section of Heading: All Capital letters, in Bold, indented and 12 point, e.g., INTRODUCTION, OBJECTIVES, etc. All headings are unnumbered

e) Sub-headings: Bold, upper-lowers, 12 point, from left margin

f) Tables and Figures: Numbered, bold, upper-lowers in 12 point; sources must be provided if they are reproduced/adapted/modified

g) Abbreviations: Define abbreviations and acronyms the first time they are used in the text.

h) Acknowledgments: are to be provided before references (if any)

i) References: The references should be in APA style

Plagiarism test will be conducted by the Conference Secretary. The papers with plagiarism of less than 10% will only be accepted for review. The author(s) should ensure that the plagiarism (if any) to be within limits before submission of the paper.

A declaration must be submitted, along with the paper, by the author(s) mentioning that the manuscript is not copyrighted, and has not been submitted/ published elsewhere.

Part-B: Guidelines for Conference Secretary:

1. The Conference Secretary should obtain, in confidence, consent of two subject experts for each theme of the Conference/International Seminar before the last date for submission of the papers. Immediately after the last date, the coding of the papers should be done for blind review and the papers to be sent to the experts. The experts shall examine the papers and award marks out of 100. (As per criteria shown in Annexure-A) The full papers received before the last date will only be considered for best paper award.
2. The Conference Secretary will prepare a mark sheet and calculate the average marks awarded by two subject experts. The papers having less than 30 marks out of 100 will be rejected. Concurrent Sessions may be organized to accommodate the presentation of papers so that minimum 10 minutes time may be ensured for each paper presentation.
3. Top ten papers for each theme, on the basis of the average marks will be selected for the consideration of best paper awards. They will be allowed preferably 12 minutes for presentation in the Conference. The presentation of these papers should be made under one Chairperson. The Chairperson is required to evaluate these presentations and award marks out of 20. (As per criteria shown in Annexure-B). The papers securing less than 10 marks in the presentations will not be considered for the award.
4. After the session, average marks as per awarded by the experts (out of 100) and marks awarded by the session Chairperson (out of 20) based on presentation, shall be clubbed by the Conference Secretary and arranged in descending order of totals out of 120. The three papers getting highest marks shall be awarded Best Paper -First Prize, Best Paper - Second Prize and Best Paper - Third Prize in order of merit for each session. The three awardees shall be entitled to receive cash award of Rs. 5,100, Rs. 3,100 and Rs. 2,100 respectively in addition to memento and certificate. In case of more than one paper being selected for a particular award, amount of cash awards shall be shared equally by the authors of different papers.

Annexure –A

Criteria for evaluation based on blind review for 100 marks:

- i) Relevance/Importance of the topic, Literature Review and Research Gap – 20 marks
- ii) Research Methodology, Objectives, Hypotheses, and Tools of Analysis – 40 marks
- iii) Interpretations, Findings, Conclusions – 30 marks
- iv) References – 10 marks

Annexure B

Criteria for evaluating presentation skills of paper presenter for 20 marks:

- i) Relevance/Significance – 5 marks
- ii) Contents & Communication – 10 marks
- iii) Conclusions & Time Management – 5 marks

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