

# Manuscript Submission Guide

## Canadian Quality Congress

All submissions are to be sent by email to: [CSQ@shaw.ca](mailto:CSQ@shaw.ca)

### General Selection Criteria

- The papers must show examples, practical applications, cause and effect, case studies
- Should be original material
- Should be relevant to a business audience
- Must have a well-defined focus within one of the Congress themes and be focused on business improvement / business capability building / best (or good) practices
- The technical content should be appropriate and used correctly
- Content should advance the management and quality profession and its body of knowledge
- Those selected as speakers must submit a final paper and PowerPoint file for inclusion in the conference proceedings. They must also sign a copyright release form to Canadian Society for Quality.

### Instructions for Creating Manuscripts

**Authors of invited and contributed papers are requested to format their manuscript as follows:**

Congress theme:	Indicate the theme/area(s) which your paper is most aligned to the Congress theme? The Congress' themes/areas are shown on the Call for Papers web page.
Paper or Abstract?	The maximum length of a paper allowed is 8 to 10 pages long (excluding references and appendices). In addition, an abstract should be provided for between 150-200 words. If you are only submitting an abstract then it should be up to 500 words in length.
Paper size:	Letter Size (North American Standard), A4
Page setup:	Top margin 2.5cm, bottom margin 2.5cm, right and left margin 2.5cm.
<u>Page 1</u> - Title of the paper:	At top margin, adjusted center. (Times New Roman, 18 pt, bold)
<u>Page 1</u> - Name(s) of the author(s):	(First name, last name) adjusted centre. (Times New Roman, 12 pt, italic)
<u>Page 1</u> - Address(s) of the	Adjusted centre, line spacing single, Job Position Title, Institution, Department, Street address, city (with Postal Code), Country, E-mail Address. (Times New Roman, 12 pt italic)

author(s):	
<u>Page 1</u> - Abstract	This should be a summary of the paper describing its purpose; methodology/approach; findings; research limitations/implications (if applicable); practical implications (if applicable) and the originality/value of paper written in a very concise and clear manner. Check out a sample of typed paper on website.
<u>Pages 2-9</u> Content of paper	Contributors should specify the practical implications of their work. They should specify: <ul style="list-style-type: none"> <li>• Background and content;</li> <li>• Objectives, i.e. what you were trying to do;</li> <li>• The salient events;</li> <li>• The results, and how they were obtained; and</li> <li>• Discussion and Implications for others (what can businesses learn from this).</li> <li>• Summary and Conclusions</li> </ul> <p>As a guide focus on operational strategies, innovative practices, models, tactics, metrics, and measurement methods addressing how to make improvements happen (including lessons from unsuccessful initiatives). Ensure that your paper fits at least one of the Congress themes. Whilst more conceptual / vision pieces are welcome, they generally will comprise a minority of the Congress presentations.</p>
Body of text:	Line spacing single, adjusted left, indent: first line 1cm. (Times New Roman 12pt)
Formulae:	2cm from the left margin with identifying numbers on the left in round parentheses, adjusted left.
Subtitles:	Numbered by Arabic numerals, adjusted left. (Times New Roman, 12 pt bold)
Table titles:	Above the table, numbered by Arabic numerals, adjusted left.
Tables:	Should be typed as part of the text.
Graph or figure titles:	Under the graph or figure, numbered by Arabic numerals, adjusted left.
References:	References should be indicated in the typescript by giving the author's name, with the year of publication in parentheses. If several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication. The references should be listed in full at the end of the paper in the following standard form: <p>Deming, W.E; (1993) <i>The New Economics</i> (Cambridge, MA, MIT Centre for Advanced Engineering Study).</p> <p>Juran, J.M; (1986) <i>The Quality Trilogy</i>, <i>Quality Progress</i>, August, pp.</p>

	19-24.
	Feigenbaum, A.V; (2000), <i>Quality Leadership in the Global Economy</i> , in: Madhav N. Sinha (Ed.) <i>The Best on Quality</i> , Vol. 11, pp. 3-9 (Milwaukee: ASQ Quality Press).
	The manuscript of the paper should be created by using Microsoft Word.
<u>Last Page</u> – Bios of Authors	Provide short bios of the authors – it is necessary for the session chair to use the material for introducing the paper presenter; up to 125 words.
Last Page – Presentation experience	Please state your previous presentation experience at seminars or conferences or business events e.g. your 5 last presentations. Up to 100 words. If you have limited presentation experience please do not be discouraged from submitting a paper. This information will help us to arrange sessions specifically for new presenters that wish to share their work.
Microsoft Word:	
File name:	yourname_manuscript_ver01.doc If you revise this file at later stage please update the version number, as shown below: yourname_manuscript_ver02.doc
To Submit Paper:	The paper should be submitted to The Technical Committee of the Canadian Quality Congress by e-mail at: <a href="mailto:CSQ@shaw.ca">CSQ@shaw.ca</a>

### **Publication of papers:**

All speakers are eligible to have their papers published in the Congress proceedings. However, only a selected few will be published in special issues of journals.

All authors whose names appear on the published final papers will be required to sign a copyright license agreement that allows the Canadian Society for Quality Inc. to:

- Include their papers in the Congress Proceedings
- Sell their papers as single reprints
- Include their papers in other journals and publications
- Give permission to others wishing to reprints the text; and other rights mentioned elsewhere for details.

**If you have any questions, please contact us by email: [CSQ@shaw.ca](mailto:CSQ@shaw.ca)**