

Manuscript Submission Guide

Canadian Quality Congress

All submissions are to be sent by email to: TQRFcanada@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. If not opted out by asking so in writing, all authors may be asked to sign a copyright release Form to Total Quality Research Foundation Canada Inc.

Instructions for Creating Manuscripts

Authors of invited and contributed papers are requested to format their manuscripts 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 pages (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. Final papers/abstracts need to be submitted by 1 July, 2009 for inclusion in the proceedings and to be considered for a best paper award.
Paper size:	Letter Size (North American Standard) 8.5 in x 11 in or 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	(First name, last name) adjusted centre. (Times New Roman, 12 pt, italic)

the author(s):	
<u>Page 1</u> - Address(s) of the author(s):	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)
<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.
<u>Page 1</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.
<u>Page 1</u> – 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.
<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"> • Background and content; • Objectives, i.e. what you were trying to do; • The salient events; • The results, and how they were obtained; and • Implications for others (what can businesses learn from this). <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:	<p>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> <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, Quality Progress</i>, August, pp. 19-24.</p> <p>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).</p>
Microsoft Word:	The manuscript of the paper should be created by using Microsoft Word.
File name:	<p>yourname_manuscript_ver01.doc</p> <p>If you revise this file at later stage please update the version number, as shown below:</p> <p>yourname_manuscript_ver02.doc</p>
To Submit Paper:	<p>The paper should be submitted to The Technical Committee of the Canadian Quality Congress by e-mail at:</p> <p>TQRFcanada@shaw.ca</p>

Publication of papers

All speakers are eligible to have their papers published in the CD Rom version of Congress proceedings. However, only a few selected papers will be published in Special Volume Journals by the Emerald Publishing.

Observance regarding guidelines on length and format etc must be followed. Papers from practitioners or those working in partnership with service industries, health care medical facilities, hospitality industries, banks, retail outlets, supply chain and utility industries including the government organizations, educational institutions, dot-com industries and, research and development and non-profit organizations are particularly welcome.

If you have any questions, please contact us by email at:
TQRFcanada@shaw.ca