Caribbean World of Work Forum
6th - 8th September, 2023

Disruption | Resilience | Just Transitions

GUIDELINES FOR PRESENTERS

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Submission of Papers:

1. Abstracts should be submitted to elmafrancoisinstitute@cclcs.edu.tt by **30th June 2023.** with the subject: **CWF 2023.**

2. Abstracts should include the following: -
    - Clearly state the thematic area that the paper would fall under - this can be done by simply putting "Thematic Area: ..." at the top of the abstract.
    - Abstracts should demonstrate a clear connection between the suggested thematic areas and the conference theme *"Disruption, Resilience, Just Transitions".* In addition, there must be a clear link to the changing world of work and its institutions.
    - A title for the paper
    - Abstracts should be one paragraph not exceeding 200 words.
    - It should have at least three keywords at the end.
    - It should include a clear thesis statement.

3. General areas for research have been identified, however, papers can introduce ideas not contained in the preferred list.

4. Paper submissions would be due by **18th August 2023.** If an extension is required, kindly submit a request to elmafrancoisinstitute@cclcs.edu.tt

5. Papers shall have a maximum length of 5,000 words (the word count limit includes title, tables and figures) and should be prepared according to the Chicago Manual of Style, 16th edition. View Author's Prep Guide on page 2.

Other Important Information:

1. Once your submissions are approved, presenters are required to submit a short biography (100 words max) and a high-quality photo. If the photo is unacceptable, you would be asked to resubmit another.

2. Presenters will also be asked to review and sign any required release forms. This is to allow for the republication of materials as part of a special publication of a Conference Journal.

3. There is no registration cost applied for presenters however, presenters will be required to register for the Conference via the Conference webpage (cclcs.edu.tt/cwf-2023/).

4. Presenters will be required to attend a dry run (testing) of their presentations if they would be presenting online. A follow up email will be sent to you indicating the date for your dry run.

Author's Prep Guide

These are the formatting standards required for authors to follow. Should you submit your paper in a form that does not follow these standards, the editorial committee may return your paper and ask that you format it in accordance with the standards laid out in this guide.

All edits must be completed before you submit your final draft.

- **Length of paper should be 4,500 – 5,000 words and should include keywords.**
- **Abstract for paper should be between 150 – 200 words.**
- **All files should be in Microsoft Word .doc**
- **Files must be submitted via email.**
- **All text, including headings, subheadings, endnotes, and block quotes must be double-spaced in black, 12pt. Times New Roman font. No foot notes should be used.**
- **Do not add extra spacing, hard returns (pressing the Enter key), or line breaks between paragraphs, endnotes, and bibliographic entries. Don't include tabs in the middle of paragraphs or bibliography entries.**
- **Pages should be 8½" x 11" with 1-inch margins.**
- **With the exception of titles and A-level subheadings, all text should be justified. Do not left or right align text.**
- **Do not use the space bar or paragraph indent to indent the first line of a paragraph.**
- **Citations and bibliographies/reference lists should be formatted according to the Chicago Manual of Style's formatting guidelines.**
- **Bibliography should not include sources that are not referenced in the text.**
- **Do not use Wikipedia as a source. We will ask you to replace it with another source.**
- **Please be sure that every quote and block quote has a clear and full citation.**
- **All tables should be clearly mark in an Appendix, which will be inserted at time of publication. Please ensure that in the text you highlight where the table is to be placed (e.g., <PLACE TABEL 1 HERE>)**