

AUTHOR INFORMATION PACK

5th International Scientific Conference

Poprad Economic and Management Forum (PEMF2024)

*“Shaping Success through Operational Excellence, Digitalization,
Human Resource Management, and Business Intelligence”*



November 7th – 8th, 2024

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1. Conference Description

PEMF conference is devoted to presenting current problems, trends and challenges in the field of theory and practice of business and non-business management in the domestic and international environment. The exchange of current theoretical and practical knowledge in the field of holistic management in the time of digital transformation is desirable and urgent. Exchange of actual theoretical and practical knowledge resulting from the area of holistic management is required. A wider public platform will contribute to the fulfilment of the idea of meaningful cooperation of theory and practice, higher quality of university programmes of studies, networking and mutual positive enrichment of experts from practice, scientific and academic staff and last but not least, students as well.

Conference language is English.

2. Authors guidelines

To avoid delays of your manuscript submission and review please carefully read the recommendations below.

2.1. Basic Manuscript and ethical conditions

All authors manuscripts shall meet the following conditions:

- the manuscript is author(s) own original work, and does not duplicate any other previously published work, including author(s) own previously published work.
- the manuscript is not currently under consideration or peer review or accepted for publication or in press or published elsewhere.
- the manuscript contains nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal; for all manuscripts non-discriminatory language is mandatory. Sexist or racist terms must not be used.

2.2 General information

2.2.1 Format

Article files should be provided in Microsoft Word format („.doc“ or „.docx“ file).

2.2.2 Formatting

Please use the template „PEMF_2024_Template.docx“

2.2.3 Article Length

Articles should be between 2500 and 4500 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table. Please note that manuscripts over 4500 words will be considered only at the discretion of the Editorial Board. Manuscripts that greatly exceed the word limit will be critically reviewed with respect to length.

Manuscripts are accepted only in English. British English spelling and punctuation are preferred. Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Long quotations of 40 words or more should be indented without quotation marks.

2.3 Manuscript Structure

Manuscripts should be compiled in the following order:

- a) Basic manuscript information – includes Manuscript Title, Author(s) names, Author(s) affiliations, Correspondence information, Abstract, Keywords and Article classification.
- b) Main text – includes main sections in IMRAD format (Introduction, Material and methods, Results and Discussion); acknowledgements; references.
 - Introduction: State the objectives of the work and provide an adequate background (literature review)
 - Material and methods: Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.
 - Results: Results should be clear and concise.
 - Discussion: This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate.
- c) Appendices (as appropriate)
 - If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

2.4 Manuscript content requirements

2.4.1 Essential title page information

Title: Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. A title of not more than eight words should be provided.

Author names and affiliations: First, (middle) and last name. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of corresponding author's affiliation, including the country name and the e-mail address. All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Corresponding author: Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that correct e-mail address is provided in addition to the complete postal address. Contact details must be kept up to date by the corresponding author.

Present/permanent address: If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

2.4.2 Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided,

but if essential they must be defined at their first mention in the abstract itself. It is recommended to provide briefly information about article purpose, methodology, findings, originality and research or practical implications.

Maximum is 250 words in total (including keywords and article classification, see below). Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect).

2.4.3 Keywords

Immediately after the abstract, provide a minimum of 4 keywords and maximum of 8 keywords, using British English spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

2.4.4 Article Classification

Authors must categorize their manuscript. The category which most closely describes their paper should be selected from the list below.

- **Research paper.** This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.
- **Case study.** Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research.
- **Conceptual paper.** These papers will develop hypotheses (will not be based on research). The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.
- **Literature review.** It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.
- **Viewpoint.** Any paper, where content is dependent on the author's opinion and interpretation.
- **Technical paper.** Describes and evaluates technical products, processes or services.
- **General review.** Papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

2.4.5 Acknowledgements and funding sources

Collate acknowledgements after main text. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

The names of funding organizations should be written in full. List funding sources in this standard way to facilitate compliance to funder's requirements: Funding: This work was supported by the National Research Agency of Slovakia [grant numbers xxxx, yyyy] and Slovak Research and Development Agency [grant number zzzz]

2.4.6 Headings

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in bold-italics. Section headings should be numbered sequentially, using a

decimal system for subsections. Please use the decimal system of headings with no more than three levels.

2.4.7 Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

2.4.8 Biographies

Biographical notes on contributors are not required for this conference.

2.4.9 Notes/Endnotes/Footnotes

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article. Footnotes to the text should be avoided wherever this is reasonably possible.

2.4.10 Figures

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in main document. All Figures should be of high quality, legible and numbered consecutively with arabic numerals.

Figures created in MS Office (MS Word, MS PowerPoint, MS Excel, Illustrator, MS Visio) should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a main manuscript at resolution of at least 300dpi. In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)). Figure captions must be placed under the picture.

2.4.11 Tables

Tables should be typed and included in main manuscript file. The position of each table should be clearly labelled in the main text of article. All tables are to be numbered using Arabic numerals. Tables should always be cited in text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

2.4.12 Units, trade marks and equations

Authors must adhere to SI units. Units are not italicised. When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM. Authors must not embed equations or image files within their manuscript.

2.4.13 References

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Berger, 2011) using the first named author's name or (Berger and Yang, 2011) citing both names of two, or (Berger et al., 2011), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied (please provide doi number if it exists):

- For books: Surname, Initials (year), *Title of Book*, Publisher, Place of publication.
 - e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.
- For book chapters: Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.
 - e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. doi: 10.1016/b978-0-7506-7878-0.50006-5.

- For journals: Surname, Initials (year), "Title of article", *Journal Name*, volume issue, pages.
 - e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80. doi: 10.1108/07363760510589235.
- For published conference proceedings: Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.
 - e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32. doi: 10.1007/978-3-211-69566-1_3.
- For electronic sources: If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper)
 - e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

3. Manuscript evaluation criteria

All manuscripts will be evaluated against following criteria:

- a) Originality
 - Does the paper contain new and significant information adequate to justify publication?
- b) Relationship to Literature
 - Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources?
 - Is any significant work ignored?
- c) Methodology
 - Is the paper's argument built on an appropriate base of theory, concepts, or other ideas?
 - Has the research or equivalent intellectual work on which the paper is based been well designed?
 - Are the methods employed appropriate?
- d) Results
 - Are results presented clearly and analysed appropriately?
 - Do the conclusions adequately tie together the other elements of the paper?
- e) Implications for research, practice and/or society
 - Does the paper identify clearly any implications for research, practice and/or society?
 - Does the paper bridge the gap between theory and practice?

- How can the research be used in practice (economic and commercial impact), in teaching, to influence public policy, in research (contributing to the body of knowledge)?
 - What is the impact upon society (influencing public attitudes, affecting quality of life)?
 - Are these implications consistent with the findings and conclusions of the paper?
- f) Quality of Communication
- Does the paper clearly express its case, measured against the technical language of the field and the expected knowledge of the journal's readership?
 - Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc.
- g) Paper Template
- Does the article respect given structure (paper template)?

Evaluation levels for any manuscript are as follows:

Shortcomings to each criteria	Points
Critical	0
Significant	1
Partially	2
No Shortcomings	3

Total points	Final decision
0-7	Rejected
8-12	Major revisions needed
13-16	Minor revisions needed
17-21	Accepted