

Guidelines for Preparing an Abstract for ANQ 2012 Congress

I. Choosing a Category

Pick the category which most closely describes your intended paper. We understand that some papers can fit into more than one category.

Category:	General Descriptions:
1) 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.
2) Viewpoint	Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.
3) Technical Paper	Describes and evaluates technical products, processes or services.
4) Conceptual Paper	These papers will not be based on research but will develop and test hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.
5) Case Study	Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.
6) General Review	This category covers those papers which provide an overview or historical examination of some concept, technique or phenomena. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

II. Selecting Keywords

Supply **up to Five keywords** for tagging the paper. Pick keywords that reflect the specificity of the intended paper. Avoid overarching terms like "Quality", "Management", unless the paper discusses the topic with such a wide focus. Use the most common term for a concept. Do not make up new terms for an old concept. Try to think broadly: if the paper discusses quality management practices in a particular industry/service sector, it may be worthwhile supplying the sector as a keyword. If an activity/research takes place in a particular country then supply the country's name as a keyword.

III. Writing the Abstract

To produce an abstract, please complete the following fields about your intended paper. There are four fields which are obligatory (Purpose, Design, Findings and Value); the other two (Research limitations/implications and Practical implications) may be omitted if they are not applicable to your paper.

Abstracts should be written in **2 pages of A4-size sheets**. Write concisely and clearly. The abstract should reflect only what will appear in the final paper.

1) Purpose of this Paper	What are the reason(s) for writing the paper or the aims of the research?
2) Design/Methodology/ Approach	How are the objectives achieved? Include the main method(s) used for the research. What is the approach to the topic and what is the theoretical or subject scope of the paper?
3) Findings	What was found in the course of the work? This will refer to analysis, discussion, or results.
4) Value/Originality of Paper	What is new in the paper? State the value of the paper and to whom.
5) Research Limitations / Implications (if applicable)	If research is reported on in the paper, this section must be completed and should include suggestions for future research and any identified limitations in the research process.
6) Practical Implications (if applicable)	What outcomes and implications for practice, applications and consequences are identified? Not all papers will have practical implications but most will. What changes to practice should be made as a result of this research/paper?