

ProMAC2025 Self-Checklist for Submitting a Paper

[About the paper structure]

- ☐ The paper must be structured in an easy-to-understand format.
 - In general, the format is often "Introduction → Previous Studies → Proposal → Verification → Conclusions." Note that the titles of chapters 'Previous Studies', 'Proposal', and 'Verification' can change according to their content. Chapter numbers are assigned to chapters but not to acknowledgments or references that follow.

[Regarding plagiarism]

- ☐ No plagiarism.
 - A paper is a summary of what the author has learned from his or her research and project experience in a way that is useful to the reader. Therefore, a paper is primarily composed of the author's work. If you use the work of others for ideas, descriptive text, figures, charts, etc., you must properly cite them.
 - Even if you use your own previously published work, it will be considered self-plagiarism if you do not clearly indicate the source and scope.
 - It is permitted to translate into English from national conferences of the Society of Project Management, other than the Society's journal and ProMAC. However, use the original text as a reference, and clearly indicate in the introduction that the text has been translated.
 - If you translate other publications (such as books, papers, or contributions by the author to your own or another company) into English for use at ProMAC proceedings, you must indicate in the introduction that you have received permission from the publisher.

[Regarding company, product, or service introductions]

- ☐ This paper is not an introduction to your company, products, or services.
 - ProMAC is a research presentation conference. Papers that introduce companies and/or products are not permitted for presentation. Please ensure that your title and keywords do not include your company's name or the names of your products or services. Also, refrain from providing unnecessary introductions to your company, products, or services in the abstract or body of your paper.

[About Ethics Review]

- ☐ An ethics review is not required based on the content, or the affiliated organization has already conducted the review.
 - If the paper's content involves research on human subjects or includes questionnaires or interviews that could violate the subjects' human rights, privacy, or cause them psychological distress, please ensure an ethics review has been undertaken by the affiliated organization.

[Regarding slander, religion, and politics]

- ☐ This paper does not slander, reflect religion or religious beliefs and does not reflect or promote any political persuasion or any political party
 - ProMAC is a place for authors to present their research and case studies. Please do not express negative opinions about other people, other companies and/or products or other project management organizations such as the work of the Project Management Institute (PMI) for example
 - There must be no negative opinions about religion, religious or other customs, and/or religious or other culture and practices. However, it is acceptable to point out notable aspects of collaboration in a comparative or respectful manner.
 - Please do not express political opinions, as they are not in line with the purpose of the conference.

[About the main text]

- ☐ The main text follows these rules:
 - In the introduction, describe the background and purpose. Then, indicate the social, specific field, or practical necessity of the research with references. (Don't just state your opinion based on practical experience; discuss the necessity from a third-party perspective.)
 - Do not make claims that are impossible based on well-known empirical rules.
 - Do not use slanderous expressions. Also, when referencing other papers, it is acceptable to point out where you consider there are deficiencies or omissions
 - When referring to chapters, use the section number (S is often capitalized in the main text). Do not use "Chapter."
 - When referring to sections or paragraphs, use the number only, such as "in

2.3” or “in Section 2.3.”

- Do not make chapter, section, or paragraph titles too long. The system limits the number of characters to 50. If the title is longer than that, remaining characters will not be displayed.

[Regarding expressions in English papers]

☐ No problems with English expression.

- Do not mix the use of English and American English words when writing your paper although either can be singularly used. Book and paper titles should follow the language used.
- Use tools such as Word to check for spelling and grammar errors.
- Do not use “I,” “we,” or “you” too much. First-person expressions are generally not used because they make the text less general (and less persuasive). Consider using the passive voice.
- Do not use “you” (though “your” may be used).
- Use spelled-out versions of abbreviations such as in the order “spelled out (abbreviations).”

[Regarding copyright and usage rights]

☐ Copyright and usage rights are handled correctly.

- Do not use stories or character names from movies, TV shows, etc., unless they are classics.
- Even if a product is used in your company, do not introduce or explain its contents or usage methods without permission, especially if a consulting company holds exclusive usage rights. If permission is given, it will be clearly stated in the introduction or a section close to the description. It should not be displayed in the “Acknowledgments” section.
- Standards such as JIS, ISO, ICB, etc., can be cited. However, the PMBOK Guide has strict restrictions on citing and on critical descriptions. As a general rule therefore, citing the PMBOK Guide should be avoided. Note that quoting the PMBOK Guide is not absolutely forbidden, but depending on the extent of the citation, PMI may charge you. (If a charge is made, the author will be required to pay.)
- Copyright© and trademark registration®, TM, and SM are written together on the title page of the proceedings, so please do not write them in each paper.

[References]

- ☐ References are listed correctly.
 - References should be written in APA format.
 - All references must be cited in the text.
 - All references cited in the text must be included in the reference list.
 - In general, cite at least three to five references. (If you are aiming for a peer-reviewed paper in the future, we recommend citing at least ten.)

[Number of pages]

- ☐ The number of pages must be within the specified range.
 - At ProMAC, the minimum is four pages and the maximum are 15 pages. Please do not exceed that range.

That's all.