January 31, 2014

Authors’ and Typists' Guidelines for the
2014 Babson College Entrepreneurship Research Conference (BCERC)
Co-sponsored by Ivey Business School, Western University, London, Ontario,
Canada, June 4 - 7, 2014

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The Stevens Institute of Technology Wesley J. Howe Award for excellence in research on the topic of Corporate Entrepreneurship, (2001 – 2014).

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Information on BCERC and Doctoral Consortium can be found on our web site at www.bcerc.com
NOTE FROM CONFERENCE DIRECTOR ON PUBLICATION OF PAPERS

To help avoid delays in preparing the publication of Frontiers of Entrepreneurship Research (FER) we ask that you follow the directions for the papers and summaries carefully. It is the author’s responsibility to make sure their paper meets the length and formatting requirements. Papers that exceed the 15-page limit will not be considered for inclusion in FER. Papers will be peer reviewed by the 2014 BCERC Board of Reviewers.

You will NOT be contacted by our staff to revise papers so please make sure that you follow the instructions. Please Note: References must be included in your paper. The production of FER will start as soon as the reviewers have selected the full-length papers.

The policy of the BCERC is that no individual will be listed as an author on more than two (2) accepted summaries or papers.

Please use the following instructions and guidelines for the 15-page paper, and the 1-page, 400-word summary.

LEAD AUTHOR SUBMISSIONS

The Lead Author should submit:

- A 1-page, 400-word summary on the BCERC website: www.bcerc.com by March 24, 2014. At this time, you should have completed the data collection to present the full paper. If not, you still can present, but we ask that you request to present your paper as an Interactive Paper Session rather than a full paper session.
- A 15-page maximum final version of the paper, on the BCERC website by the due date of April 24, 2014. Please check the number of pages carefully – papers exceeding 15-pages will not be reviewed and considered for inclusion in (FER). If you will not be submitting a paper by the deadline date of April 24, 2014, please send an email to: papavasiliou@babson.edu so we may schedule your paper as an Interactive Paper Session.
- It is the lead author’s responsibility to format the summary and paper according to the guidelines and the samples provided. The responsibility for all editing, proofreading and spell checking rests with the author(s).

I. FORMATTING GUIDELINES FOR 1-PAGE, 400-WORD SUMMARY

The 1-page Summary cannot exceed 400 words TOTAL, including title, authors’ names and affiliations, headings, and contact information. See sample on www.bcerc.com.

Please use Microsoft Word for the summary.

- **Paper Size:** Use only standard 8 ½” by 11” inch format. (Please do not use the A4 format).
- **Margins:** use 1½” (inch), top, bottom, left and right hand side.
- **Justify the right margin.**
- **Font:** use 10 point, Times New Roman.
- **Single space** the body of the paper and double space before and after all headings and between paragraphs.
- **DO NOT** use boldfacing.
- **USE italics** to emphasize words or phrases, **NOT** boldfacing or underlining.
- **USE “double quotes,” NOT ‘single quotes.’**
- **Put punctuation (commas and periods), ”INSIDE quotes,” NOT “outside quotes.”**
- **REMOVE ALL REVIEWING COMMENTS** and all tracked changes from your document (e.g., redlining of deleted text and/or highlighted additions).
- **NOTE:** If your paper is not published in its entirety, your summary is the only source of reference for future researchers.

- **Summary:** The word “Summary” is to be centered and bold in all capital letters, at the beginning of the document.

- **Title of Paper:** is to be centered in bold, all capital letters, and be the same title as the submitted abstract.
- **Authors:** The lead author should list the information for co-author(s) and their affiliation(s) in the Author Block; centered and in italics. Please make sure that information is accurate and up-to-date. Format: first name, middle initial, last name, affiliation, country.
- **Use only three second-level headings in bold, with Contact information placed at the end of the summary paper:**
- **Do not include any tables, graphs, references, etc., in the summary.**

Principal Topic

Method - Description should be very brief.

Results and Implications - Emphasize Results and Implications.

Contact: Information of lead author. If multiple authors, please use only one contact name. Please no titles, i.e., Dr., Prof., etc. Format as follows:

**CONTACT:** Name; email address; (T): xxx-xxx-xxxx; (F): xxx-xxx-xxxx; complete mailing address.

II. FORMATTING GUIDELINES FOR PAPER, 15-PAGE MAXIMUM

Papers cannot exceed 15-pages TOTAL, including title, author(s) names, text, contact information, acknowledgements, notes, references, illustrations, etc. Sample Paper on www.bcerc.com

Please use Microsoft Word for the paper.

- **Paper Size:** Use only standard 8 ½” by 11” inch format. (Please do not use the A4 format).
- **Margins:** - use 1½” (inch), top, bottom, left and right hand side.
- **Justify the right margin.**
- Font: Use 10 point, Times New Roman.
- Single space the body of the paper and double space before and after all headings and between paragraphs.
- DO NOT use page numbers.
- DO NOT use boldfacing.
- USE italics to emphasize words or phrases, NOT boldfacing or underlining.
- USE “double quotes,” NOT ‘single quotes.’
- Put punctuation (commas and periods), “INSIDE quotes,” NOT “outside quotes.”
- REMOVE ALL REVIEWING COMMENTS and all tracked changes from your document (e.g., redlining of deleted text and/or highlighted additions).

**Title of Paper:** (14 size font) – is to be centered in bold, all capital letters, and the title is to be the same as the submitted abstract.

**Authors:** The lead author should list the information for co-author(s) and their affiliation(s) in the Author Block; centered and in italics. Authors should not be listed in the text of your Paper. Please make sure that information is accurate and up-to-date. Format: first name, middle initial, last name, affiliation, country.

**Abstract:** Please center, bold and capitalize the word Abstract. Double space after the word Abstract and start the abstract paragraph. Do not indent the abstract paragraph. All papers should begin with an abstract of approximately 100-words.

**Body:** The body of the paper should immediately follow the abstract. Be sure to use a first-level heading (see section on **Headings** below) of some type (like INTRODUCTION, for example) after the Abstract and before the first paragraph of the paper to clearly separate the two. Please indent 1st line of each paragraph 5 spaces from this point on. Text should be single-spaced.

**Headings:** Papers should have only two types of headings:
- First-level (major) headings: centered, bold and all caps.
- Second-level headings: left justified, bold and in upper and lower-case letters.

**Contact:** Information of lead author. If multiple authors please use only one contact name, please no titles, i.e., Dr., Prof., etc. Format as follows:

**CONTACT:** Name; email address; (T): xxx-xxx-xxxx; (F): xxx-xxx-xxxx; complete mailing address.

**Acknowledgements:**

Any acknowledgements should be placed after Contact information, under a first-level heading **ACKNOWLEDGEMENTS.** Begin text two lines after heading, do not indent first line.

**Discussion and Source Footnotes:**

Discussion footnotes (as opposed to those referring to books, articles, etc.) should not appear on a text page but, should be placed at the end of the paper. The use of discussion footnotes, should, insofar as possible, be minimized.

Source footnotes are not required. We use the **APA System of Documentation** with in-text citations and references with full citations at the end. You must put all sources cited in the Reference list at the end of the paper. It is NOT permissible to state that “references will be supplied upon request.” Papers without reference lists will not be considered for inclusion in FER. The APA citations feature the last name of the author within the text and the year of publication and page number in parentheses, if applicable. If more than one author is referenced, the last names of all should be listed the first time in order of listing on original source. Page numbers are not necessary if referring to the entire work. More complete information should be listed alphabetically after the first-level head.

All discussion footnotes should be under a first-level head **NOTES** and placed before the references. Begin text two lines after heading, numbering each note. Please indent first line of each note 5 spaces.

**REFERENCES** at the end of the paper. General rules and examples follow:

- Two authors, list by last names and initials. Use the ampersand instead of “and.” **Three to Seven Authors,** list by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. See APA Formatting Style Guide.
- Cites by the same author should repeat the author’s name. DO NOT use a long dash to represent the names.
- Two or more works by the same author. Use the author’s name for all entries and list entries by the year in descending order (earliest comes first).
- Cites by the same author(s) published in the same year should be listed as, e.g., 1996a, 1996b, etc.
- Book and journal titles are in italics.
- Titles of chapters in books, journal articles, unpublished works, and conference papers should NOT be in “Quotations” but the first word should have an initial capitalization.
- Year of publication is in parentheses (1998), after the last author(s) name(s). If no date: use (n.d.). If in press: use (Forthcoming)
- Use 2-digit postal abbreviations (without periods) for state place of publication, e.g., DC, IL, MA, NY, etc.

**Appendix:** Appendices should immediately follow the references. The word **APPENDIX** should be left justified at the top of each appendix. If there is more than one appendix, number each consecutively.

**Illustrations are:** Tables, graphs, figures, etc. Illustrations cannot exceed a measurement of 5 ½” x 8” (NOTE: 1” = 2.54 cm.), and may be formatted to fit either lengthwise or broadside on the page. Use 8-10 size fonts in order to make table fit within margins.
Please use High Resolution – 300 dpi (dots per inch) for any images (tables, graphs, figures etc.).

- Place all your illustrations at the end of your paper on a separate page after the references and not on the same page as your references.
- It is important to remember that all captions, tables, figures, graphs, etc. will be reproduced exactly as you submit them. Make sure that the font used is large enough to be easily read.
- Illustrations must be called out in the text.
- DO NOT use any shading in illustrations since it does not reproduce well. To indicate differentiation on bar graphs, etc., use crosshatches or patterns.

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