January 31, 2019

Author Guidelines for the 2019 BCERC – Babson College

Sponsored by Babson College, Babson Park, MA, USA on June 5-8, 2019

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2019 BCERC Award Sponsors

Babson College Bertarelli Family Award for the best paper on the topic of Family Entrepreneurship.

The G. Dale Meyer Award for the most relevant research in Social Entrepreneurship.

Journal of Small Business Management Award for the best paper on the topic of Public Policy.


Information on BCERC and Doctoral Consortium can be found on our website 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) BCERC Proceedings 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 6-page abridged limit will not be considered for inclusion in FER. Papers will be peer reviewed by the 2019 BCERC Board of Reviewers.

You will NOT be contacted by our staff to revise your paper so please make sure that you follow our guidelines. The production of FER will start as soon as the reviewers have selected the 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 6-page abridged paper, and the 1-page, 400-word summary.

LEAD AUTHOR SUBMISSIONS

Submission deadlines for the Lead Author:

March 27, 2019 – Summary Deadline

• A 1-page, 400-word summary of their paper on the BCERC website: www.bcerc.com. At this time, you should have completed the data collection to present the full paper.

If you will not be submitting a 6-page, abridged paper please send an email by March 27, 2019 to: flamenco@babson.edu and let us know so we may schedule your paper as an Interactive Paper Session. However, if there is no space available during the Interactive Paper Sessions, your paper will need to be withdrawn.

April 24, 2019 – Paper Deadline

• A 6-page abridged version of your paper, on the BCERC website: www.bcerc.com. Please check the number of pages carefully.

• It is the lead author’s responsibility to format the summary and paper according to the guidelines provided. The responsibility for all editing, proofreading and spell checking rests with the author(s).

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.

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, after all headings, and between all of the paragraphs.
• DO NOT use boldfacing in the body of your submission.
• 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).
• Please spellcheck before submitting summary.
• NOTE: If your paper is not published in our conference proceedings, your 1-page 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: 10 point, Times New Roman, centered in bold, all capital letters, and the same title as the submitted abstract.

• Authors: The lead author should list the information for the 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 the Contact information placed at the end of the summary paper.

• Do not include any tables, graphs, references, charts etc., in the 1-page 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.). Please format as follows:

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

FORMATTING GUIDELINES FOR PAPER, 6-PAGES MAXIMUM

Papers cannot exceed 6-pages maximum, including title, author(s) names, text, charts, graphs, tables etc., and contact information.

The papers will follow the APA format with no reference list, but with cites appearing within text.

The basic format (major headings) of all summarized papers should be:
• Introduction
• Hypotheses Development
• Method
• Results
• Discussion & Implications
• Contact (Author information)

Please use Microsoft Word for Paper.

• Paper Size: Use only standard 8 ½” by 11” inch format. (Please do not use the A4 format).
• The paper must have a text block area of 5 ½” x 8” (Note: 1” = 2.54 cm.).
• 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, after all headings, and between all of the 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).

- Please re-read your paper after spell
  checking to make sure all is in order.

- 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 first 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; complete mailing
  address.

- Acknowledgements should be placed
  after Contact information, under a first-
  level head. Acknowledgments should
  begin two lines after ACKNOWLEDGEMENTS heading, do not
  indent first line.

- Discussion 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.

- Citations: We use a modified version of
  the APA System of Documentation
  with in- text citations, but with no
  Reference List. The APA in-text citations
  feature the last name of the author(s)
  within the text and the year of
  publication and page number in
  parentheses, if applicable (1997, p.
  81), or author, date, page all in
  81). Page numbers are not necessary
  if referring to the entire work.

- Examples:
  - Research by Pringle and Kroll (1997)
    supports...
  - ...which some research findings have
    supported (Pringle & Kroll, 1997).

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

- Appendix: Appendices should
  immediately follow discussion
  footnotes. 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 ⅛” 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.
  • It is important to remember that all
    captions, tables, figures, graphs, etc. will
    be reproduced exactly as you submit
    them. Please 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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