BABSON COLLEGE ENTREPRENEURSHIP RESEARCH CONFERENCE

BCERC GUIDELINES FOR SUMMARY AND PAPER SUBMISSIONS

GUIDELINES FOR SUMMARY SUBMISSION

SUBMISSION DEADLINES AND INFORMATION

Your abstract was accepted in one of the following categories. If you are unsure, please refer to the acceptance email you received in Mid-December.

- Accepted **Paper** for presentation in a refereed **Paper Session**
    a. Summary Due in March
    b. 6-Page Paper due in April
    c. 30 minute Paper Presentation session during BCERC in June
- Accepted as an **Interactive Paper**, *with an opportunity that the paper may be accepted for presentation in a refereed Paper Session*
    a. Summary Due in March
    b. 6-Page Paper due if notified of a change in your acceptance
    c. 15 minute Interactive Paper Presentation session during BCERC in June, unless notified of acceptance as a Paper Session.
- Accepted as an **Interactive Paper**
    a. Summary due in March
    b. 15 minute Interactive Paper Presentation session during BCERC in June

SUMMARY SUBMISSION INFORMATION

- Within the summary submission task, the summary will need to be entered into the following category blocks:
    o Principal Topic
    o Method
    o Results and Implications
- The Summary cannot exceed 400 words; there is a word count in the gray bar on the bottom of the page.
- All Summaries should begin with a Principal Topic of approximately 100 words and should follow with the Method, and Results and Implications sections. Emphasis of the writing should be on the Results and Implications section.
- Do not include any tables, graphs, references, charts etc., in the summary.
- NOTE: If your paper is not published in our conference proceedings, your summary is the only source of reference for future researchers.

ADDITIONAL INFORMATION:

- The responsibility for all editing, proofreading and spell checking rests with the author(s).
- The policy of BCERC is that no individual will be listed as an author on more than two (2) accepted summaries or papers.
- All authors will be listed at the top of the paper and the Lead Authors contact information will be listed at the bottom. Please make sure that information is accurate and up-to-date in the author information section.
- Use "double quotes," NOT 'single quotes.'
- Put punctuation (commas and periods), "INSIDE quotes," not outside quotes.
- Grammatical formatting for et al., i.e., and e.g., - Comma should be included and all should be within parenthesis. For example: (i.e., ____) or (e.g., ____), (Doe et al., 2019).

GUIDELINES FOR PAPER SUBMISSIONS

BCERC SUBMISSION DEADLINES AND INFORMATION

Your abstract was accepted in one of the following categories. If you are unsure, please refer to the acceptance email you received in Mid-December.

- Accepted for presentation in a refereed **Paper Session**
    a. Summary Due in March
    b. 6-Page Paper due in April
    c. 30 minute Paper Presentation session during the BCERC Conference in June
- Accepted as an **Interactive Paper Session**, *with an opportunity that the paper may be accepted for presentation in a refereed Paper Session*
    a. Summary Due in March
    b. 6-Page Paper due if notified of a change in your acceptance.
    c. 15 minute Interactive Paper Presentation session during the BCERC Conference in June, unless notified of acceptance as a Paper Session.
- Accepted as an **Interactive Paper Session**
    a. Summary due in March
    b. 15 minute Interactive Paper Presentation session during the BCERC Conference in June

PAPER SUBMISSION INFORMATION

- Please use the template at the end of this document to format your paper. The template is also available in the submission site to download.
- Papers cannot exceed 6-pages single spaced 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.
- Major headings for the 6-page paper are:
    o Abstract
    o Introduction
    o Hypotheses Development
    o Method
    o Results
    o Discussion and Implications
- It is the submitting author's responsibility to make sure their paper meets the length and formatting requirements. All editing and proofreading are also the submitting authors responsibility. Papers that exceed the 6-page abridged limit will not be considered for inclusion in FER.
- Papers will be peer reviewed by the BCERC Board of Reviewers. The production of FER will start as soon as the reviewers have selected the papers and the 40 top, 6-page Abridged Papers as rated by the Board of Reviewers will be published in FER with permission.
- The policy of BCERC is that no individual will be listed as an author on more than two (2) accepted summaries or papers.
- NOTE: If you choose not to submitt a 6-page paper please send an email as soon as possible to: bcerc@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 may need to be withdrawn.

BABSON COLLEGE ENTREPRENEURSHIP RESEARCH CONFERENCE

PAPER FORMATTING GUIDELINES

Font	10 point Times New Roman
Margins	1 ½ inch (top, bottom, left & right)
Paper Size	Standard 8 ½ by 11 inch format. (Do not use the A4 format)
Spacing	Single space the whole document and skip a line between each section of the document (see template). Justify page (block justify)
Indents	½ inch indents (7 spaces)
Title	Centered in bold, size 14 font Times New Roman, all capital letters, and the same title as the submitted abstract
Format	Microsoft Word

- Use italics to emphasize words or phrases, NOT boldfacing or underlining.
- Remove all reviewing comments and all tracked changes from your document (e.g., redlining of deleted text and/or highlighted additions).
- Do not indent the abstract paragraph. All papers should begin with an abstract of approximately 100-words.
- Headings: Papers should have only two types of headings:
  - First-level (major) headings mentioned above: centered, bold and capitalized.
  - Second-level headings: left justified, bold and in upper and lower-case letters.
- Contact Information: at the end of the paper, list lead author only, no titles, (i.e., Dr., Prof., etc.) and format exactly as follows: **CONTACT:** Name; email; (T): +country code-xxx-xxx-xxxx; complete mailing address, country and zip code.
- All authors will be listed at the top of the paper and the Lead Authors contact information will be listed at the bottom. Please make sure that information is accurate and up-to-date.
- Use "double quotes," NOT 'single quotes.'
- Put punctuation (commas and periods), "INSIDE quotes," not outside quotes.
- Grammatical formatting for et al., i.e., and e.g., - Comma should be included and all should be within parenthesis. For example: (i.e., ____) or (e.g., ____), (Doe et al., 2019).

CITATION AND ACKNOWLEGEMENT GUIDELINES

Acknowledgements: should be placed after contact information, under a first-level heading, left justified.

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 be minimized. Source footnotes are not required. All discussion footnotes should be under a first level head "Notes."

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 parentheses (Pringle & Kroll, 1997, p. 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).

Appendix: Appendices should immediately follow discussion footnotes. The heading "Appendix" should be left justified at the top of each appendix. If there is more than one appendix, number each consecutively.

Illustrations: 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.

- 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.
- It is important to remember that all captions, tables, figures, graphs, etc. will be reproduced exactly as you submit them. Please ensure 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.
- All tables, graphs, figures, etc. will be reproduced in black and white.

FRONTIERS OF ENTREPRENEURSHIP RESEARCH BCERC PROCEEDINGS (FER)

The 40 top, 6-page Abridged Papers as rated by the Board of Reviewers will be published in FER with permission. All others will have their 1-page summary published in FER. To minimize any risk that a summarized paper might impede subsequent publication, the following steps should be taken:

- New title, to help reviewers preserve the integrity of the blind review process for journals.
- No reference list, although cites should still appear within text.
- A dramatically shortened methodology section in a tabular format, as seen with example below:

Sample: n=250; VCs from Silicon Valley
DV = Portfolio investment outcome as measured by ROI
IVs = Product Uniqueness, Customer, Financing Needed, Competitors, Strength of Competitors
Controls = Industry, Age of VC, Age of VC Firm, Past Fund Performance
Statistical Analysis = OLS

BABSON COLLEGE ENTREPRENEURSHIP RESEARCH CONFERENCE

ABRIDGED PAPER EXAMPLE

[TITLE OF PAPER]

[First Author Name, Affiliated University, Country
Second Author Name, Affiliated University, Country]

ABSTRACT

[Enter text here, first paragraph not indented.]
Example:

Founded by Babson College in 1981, BCERC was considered by many to be the premier entrepreneurship research conference in the world. *Frontiers of Entrepreneurship Research* contains the *BCERC Proceedings* of the conference and is the most comprehensive collection of empirical research papers on entrepreneurship.

INTRODUCTION

[Enter text here, indented 7 spaces.]
Example:

The Entrepreneurial Research Conference was established to provide a dynamic venue where academics and real-world practitioners, through spirited dialogue, could link theory and practice. Each year, the Conference attracts more than 350 entrepreneurial scholars who come to hear the presentation of more than 220 papers.

HYPOTHESIS DEVELOPMENT

[Enter text here, indented 7 spaces.]

METHOD

[Enter text here, indented 7 spaces.]

RESULTS

[Enter text here, indented 7 spaces.]

DISCUSSION AND IMPLICATIONS

[Enter text here, indented 7 spaces.]

CONTACT: [Name; Email; (T): +Country code-Phone Number; Affiliated University; Mailing Address of University with Country].

[Acknowledgements, Discussions, Citations, Appendix and Illustrations should all be placed after CONTACT information]