

2021 BABSON COLLEGE ENTREPRENEURSHIP RESEARCH CONFERENCE

AUTHOR GUIDELINES FOR SUMMARIES AND PAPERS

41st Babson College Entrepreneurship Research Conference (BCERC)
June 8-12, 2021

Deadlines: Summary Submission - March 1, 2021; Abridged Paper - April 21, 2021

NOTE FROM CONFERENCE DIRECTOR ON PUBLICATION OF PAPERS

Please use the following instructions and guidelines for the 1-page, 400 word summary and the 6-page abridged paper. 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 2021 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.

SUBMISSION DEADLINES AND INFORMATION

March 1, 2021 – Summary Deadline

- Submit a 1-page, 400-word summary of your 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 1, 2021 to: tlamenzo@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 However, if there is no space available during the Interactive Paper Sessions, your paper will need to be withdrawn.
- The policy of BCERC is that no individual will be listed as an author on more than two (2) accepted summaries or papers.

April 21, 2021 – Abridged Paper Deadline

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

FORMATTING GUIDELINES

It is the lead author's responsibility to format the summary and paper according to the **exact** guidelines provided. The responsibility for all editing, proofreading and spell checking rests with the author(s). Downloadable templates are available on the BCERC registration site and the website. See guidelines below for both summaries and abridged papers.

Information on BCERC and Doctoral Consortium can be found on our website at: www.bcerc.com

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PAGE FORMATTING FOR SUMMARIES AND PAPERS

- Use Microsoft Word.
- Paper Size: Standard 8 ½ by 11 inch format. (Do not use the A4 format).
- Margins: 1½ (inch), top, bottom, left and right hand side.
- Justify the margins (block justify) to distribute text evenly between the margins.
- Title of Paper is to be centered in bold, size 14 font Times New Roman, all capital letters, and the same title as the submitted abstract.
- Body of the paper font is 10 point, Times New Roman.
- Single space the whole document and skip a line between each section of the document as outlined in the template.
- 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”.
- 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).
- Remove all reviewing comments and all tracked changes from your document (e.g., redlining of deleted text and/or highlighted additions).
- Spellcheck before submitting summary.
- Authors and co-author(s) and their affiliation(s), centered and in italics. Please make sure that information is accurate and up-to-date. Format: first name, middle initial, last name, affiliation, country.
- Contact Information of lead author only, if multiple authors, please use only one contact name. Please 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. (do not underline email).

FORMATTING SPECIFICS FOR 1 PAGE, 400-WORD SUMMARY

- Please see SUMMARY EXAMPLE at the end of this document for an illustration.
- The 1-page Summary cannot exceed 400 words TOTAL, including title, authors’ names and affiliations, headings, and contact information.
- The word “SUMMARY” is to be centered and bold in all capital letters, at the beginning of the document above the Title of the Paper.
- Title of Paper is to be centered underneath “SUMMARY.”
- Author names are listed next, see author formatting above.
- The basic format (major headings) of all summaries should be:
 - Principal Topic
 - Method
 - Results and Implications
- Do not indent the Principal Topic paragraph. All Summaries should begin with a Principal Topic of approximately 100-words.

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- The body of the paper should follow with the headings of “Method” and “Results and Implications.” For these two sections, please indent first line of each paragraph 7 spaces (half an inch).
- Contact Information listed at the bottom of the page, see correct formatting above.
- Emphasis of the writing should be on Results and Implications section.
- Do not include any tables, graphs, references, charts etc., in the 1-page 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.

FORMATTING SPECIFICS FOR ABRIDGED PAPER, 6-PAGES MAXIMUM

- Please see ABRIDGED PAPER EXAMPLE at the end of this document for an illustration.
- 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. Please see Example Formatting at the end of this document for an illustration
- Title of Paper is to be centered in bold at the top of the page.
- Author names are listed next, see author formatting above.
- Major headings of all abridged papers should be centered, bold and capitalized. The major headings with empty spaces in between should be:
 - Abstract
 - Introduction
 - Hypotheses Development
 - Method
 - Results
 - Discussion and Implications
- Do not indent the abstract paragraph. All papers should begin with an abstract of approximately 100-words.
- The body of the paper should immediately follow the abstract and start with the heading of “Introduction” after the abstract and before the first paragraph of the paper to clearly separate the two. Please indent first line of each paragraph 7 spaces (half an inch) from this point on. Text should be single-spaced.
- 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 listed at the bottom of the paper, see correct formatting above.

Acknowledgements: should be placed after contact information, under a first-level heading and 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

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footnotes, should be minimized. Source footnotes are not required. All discussion footnotes should be under a first level head "Notes." Begin text two lines after heading and number each note. Please indent first line of each note 5 spaces.

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 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 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:

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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

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SUMMARY EXAMPLE

***Please note, these brackets [] signify where the author must input their own information. Please do not include this note, our example, or the brackets when submitting your summary.**

SUMMARY

[TITLE OF PAPER]

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

Principal Topic

[Enter text here, first paragraph not indented.]

Example:

Founded by Babson College in 1981, BCERC is 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.

Method

[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.

Results and Implications

[Enter text here, indented 7spaces.]

Example:

BCERC 2019 will be held on the Babson campus as we mark 100 years as a leader in entrepreneurship education. Throughout the College's centennial year, we will be highlighting how entrepreneurship continues to change how the world does business, and we're thrilled for you to join our international community as we celebrate.

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

Information on BCERC and Doctoral Consortium can be found on our website at: www.bccerc.com

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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]

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