

# BABSON COLLEGE

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## AUTHOR GUIDELINES - ABSTRACT

### ABSTRACT GUIDELINES

- A two-page, maximum 900-word abstract, to include: Principal Topic, Method, and Results. References do not count toward the 900 word limit.
- The author(s) name and information should NOT appear anywhere in the abstract.
- Maximum of five (5) co-authors per submission
- Authors are limited to authoring/co-authoring no more than two (2) submissions.
  - If your name appears on more than two (2) abstracts, we will ask you to withdraw from the additional abstracts as this has a domino effect on our programming.
- Refrain from using all caps in your title
  - Yes: Abstract Title
  - No: ABSTRACT TITLE
- Abstracts will be double-blind reviewed by an Editorial Review Board. Split decisions will be reviewed by a 3rd person.

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### AUTHOR GUIDELINES - FULL PAPER

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- Full papers are only compulsory for those who wish to be considered for a Best Paper Award.
- Awards are available in the categories of:
  - Best Paper by a Junior Scholar
  - Best Empirical Paper
  - Best Conceptual/Qualitative Paper
  - Best Paper Fitting the Conference Theme
- NO AUTHOR IDENTIFICATION should appear in your manuscript/submission or file name.
- Conference papers should adhere to the following guidelines, which are similar to those of most peer-reviewed journals. Following these guidelines will minimize any formatting changes required should you decide to submit your paper to the call for papers for any special issue or edited book following this conference.
- Font & Margins
  - All submissions should be in Times New Roman 12-pt font, double-spaced, with an 8.5x11-page setting.
    - The top and side margins should be at least one inch.
- Page Length
  - The paper should be no more than 40 pages inclusive of references, figures, and tables.
  - (Text without figures, tables, and references should not exceed 6,000 words.)
- Naming Conventions
  - Keep the file name short but meaningful to your paper. For example, include the first 4 words of your paper's title.
  - Please refrain from using all caps in your title
    - Yes: Abstract Title
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# AUTHOR GUIDELINES - FULL PAPER

## FULL PAPER GUIDELINES CONTINUED

- First Page
  - The first page of the manuscript should contain the title of the paper, and an abstract of not more than 100 words (single-spaced).
- Body Text
  - The second page of the manuscript should include the title and begin with the text of the paper.
  - The manuscripts must be double spaced (except for the abstract). Appropriate headings (centered) and sub-headings (left-justified) should be used to segment the manuscript to enhance readability. Use bold-face for all levels of headings.
  - First-level headings should be in all-CAPS and centered, e.g.: 1ST LEVEL HEADING
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  - Check that all second-level headings are preceded by the main heading and that all third-level headings are preceded by a main and second-level heading.
- Tables and Figures
  - All tables and figures (including charts and graphs) should be placed at the end of the manuscript, after the references section. Tables, charts, and graphs should be included only when they contribute materially to an understanding of the written presentation. They should be numbered consecutively and placed at the end of the manuscript. Within the body of the manuscript, indicate the placement of each table or figure. For example, if table one should be placed on page five between paragraphs two and three, indicate this by a centered callout: "Insert Table 1 Here"
- Footnotes
  - Please use footnotes, not endnotes. Additionally, footnotes should be used only for clarification that is not appropriate for the body of the manuscript. If used, they should be numbered consecutively, married at the appropriate place in the text, but listed under the heading Footnotes, at the end of the manuscript.
- References
  - Please make citations according to the latest edition of the "Publication Manual of the American Psychological Association" (APA style) using the author's(s') last name(s), year of publication, and, when quoting, the page numbers. All publications cited in the text should be listed alphabetically by the first author's last name in the References section (double-spaced) at the end of the paper.