## 30th Institute for Small Business & Entrepreneurship Conference
### INTERNATIONAL ENTREPRENEURSHIP
**7th–9th November 2007, Glasgow, Scotland**

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# Refereed Paper Content & Format - 2

## 1. Content and Attributes of Refereed Papers

Refereed papers should demonstrate the qualities and attributes associated with a paper submitted for publication in one of the national or internationally recognised journals on Entrepreneurship and Small Business or another appropriate disciplinary field. The essence of the work within the paper may cover a range of possibilities including:

- comprehensive reviews of the literature in the field,
- development of conceptual models or frameworks to aid analysis,
- development of justification for research methodologies and methods,
- reporting evidence from practice-based cases and events,
- comparative analysis between different international experiences,
- presentation and analysis of quantitative or qualitative studies,
- linking secondary evidence from a variety of sources,
- development of implications for policy implementation and application.

The criteria on which these papers will be assessed both during the refereeing process and in the subsequent judging for Best Paper Awards include:

- Identification of the relationship of the Refereed paper with a particular theme, and the links to the underlying strands of the conference - research, education, policy or practice.
- Relevance and importance of the topic to the field
- Contribution that the research makes towards the improvement of knowledge and understanding
- Originality of approach to the topic
- Quality of the scholarship displayed
- Comprehensive, critical and rigorous analysis and review of literature
- Appropriateness and robustness of the methodology and methods employed
- Clarity in structure, development, presentation and writing style.

## 2. Refereeing & Publication

Refereed papers should be of a publishable standard with clear research results, analysis, conclusions, recommendations and policy implications. Following the refereeing process, papers may be accepted subject to satisfactory completion, reclassified as a Discussion Paper or declined. This decision will be reviewed at each stage of the process i.e. abstract, full paper, revised (final) paper. Accepted refereed papers will be clearly identified as such throughout the Programme with [®].

All papers accepted in the Refereed Category submitted by 16th July and amended if necessary by 30th September will be published in full in the Conference Proceedings on a CD-ROM issued to delegates on arrival. Delegates will also have a printed Conference Handbook containing the one-page abstract of every paper that has been accepted for presentation in each category. If the abstract is changed in the paper then the original abstract must be updated on the Conference web site by the author(s).

## 3. Timetable for submission and registration

Authors of accepted abstracts are asked to prepare and submit their formal papers in the following format by 16th July at the latest. They will then be sent for expert refereeing and the Track Leader will notify you of any suggested amendments by 31st August. The final deadline for acceptance of revised papers is 30th September at the very latest.

As slots are limited, no more than TWO papers can be accepted from any one lead author or be presented by any one co-author, in order to facilitate track scheduling.

Publication of the abstract and the full paper is subject to at least one author having **registered by 30th August** and paid the appropriate fees to attend the Conference by **30th September 2007**.

*INTERNATIONAL ENTREPRENEURSHIP - stimulating smarter successful small businesses world-wide*

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## 4.  Format for Refereed Papers

As all accepted Refereed papers will be published in full on a CD-ROM, they should be consistent in format and layout as follows:-  (MS Word Template will be sent on acceptance of your abstract.)

- **Paper Size**: A4 (210 x 297mm, approx 8.25 x 11.75in) with 19mm (0.75 inch) margins all round.
- **Font**: Verdana 10 point regular, except paper title in Verdana 12 point bold.
- **Paragraph Format**: Fully justified with single line spacing.
- **Title Page**: To contain the following:
  - **Paper Title:** No more than 85 characters including spaces - centred 12-point **bold Verdana** Title Case (i.e. Capitals for the First Letter of Main Words + lower case for the rest).
  - **Lead Author**: name, position, organisation - centred 10-point **bold Verdana** (2 lines max.).
  - **Contact details:** lead author's full address, phone, e-mail, website - centred 10-point Verdana.
  - **Co-Author(s):** name, position and organisation only – centred 10-point **bold Verdana**
  - **Abstract:** min. 300 max.  400 words – justified paragraph 10-point regular Verdana single line
  - **Keywords**: up to six keywords (max 20 letters) for indexing, cataloguing and classification.
- **Main text** – min. 4,000 max.  7,000 words - including tables, figures & references - single spaced justified paragraphs, 10-point Verdana.
  - **Pages** - title & abstract page, full text, tables, figures, references etc. to fit on **20 pages max**.
  - **Subtitles -** left justified in Verdana 10pt bold font
  - **Header -** isbe name, logo and conference title in Arial 9pt regular font (as in template) with single line below text.
  - **Footer** - Paper title left justified in Arial 9pt regular font + single line above text (see template).
  - **Page Numbering** - Page x of y right justified in footer in Arial 9pt regular font (see template).
- **Citations and references** – preferably in Harvard style (Jones, 2003); in 10-point Verdana font. References should be listed at the end of the paper in alphabetical order.

Papers, saved in MS Word, should be uploaded via the Abstract Submission section of the Conference website, logging in using your username and password at www.isbe2007.org/abstract_login.php

## 5.  Requests for Amendments

Where the Track Leaders feel a paper needs to be updated or amended in some way they will contact the author by 31st August, who will then have an opportunity to address issues raised and re-submit the paper by 30th September at the very latest.  The aim throughout the process is to work with the authors to improve the quality of the refereed papers.  The suggestions to improve a paper are made in this context and the Track Leaders may still decide that the amended paper when resubmitted does not reach the necessary standard to qualify as a Refereed Paper and may change the classification to a Discussion Paper (See NG726).  The author will be advised of such decisions immediately by e-mail.

## 6.  Paper Presentation

The oral presentation should focus in plain English on the key features of the paper:-
- Objectives of the paper;
- key model or framework used;
- nature and source of data used, including any key limitations to the methodology/methods;
- presentation of key findings – <u>avoiding</u> detailed discussion of statistical data in the paper;
- conclusions and implications for research, policy or practice;
- recommendations for future research and development.

It is not necessary to include all of the above features, only select those appropriate to your paper and the audience.  Remember that the audience will typically comprise a mix of researchers, policy makers, enterprise support representatives and practitioners.  The purpose of the presentation is to stimulate discussion and debate.  Authors may be asked to act as discussants for other papers in their Session.

The preferred presentation format is Microsoft PowerPoint XP or 2003 with a maximum of 15 frames, which must not exceed 15 minutes presentation time.  The file should be brought by the authors on a CD-ROM or USB memory stick, which should be submitted to the ISBE Testing Station for checking at least one hour before the scheduled presentation time.  Overhead projectors will NOT be available.

Please bring about 10 photocopies of either the PowerPoint visuals or the full paper for handing out by the authors to the Session Chair and to interested delegates at the start of their presentation.

## 7.  Technical Queries

Technical queries may be addressed to the Conference Vice-Chair by e-mail: vice-chair@isbe2007.org