

## Discussion Paper Content & Format -2

### 1. Refereed Papers, Discussion Papers and Practical Papers

The distinction between refereed papers and discussion papers is typically the extent to which the research has been concluded. The refereed paper represents a completed project that has been fully developed in the form of a paper suitable for publication in one of the appropriate national and international journals, whereas the discussion paper represents work in progress to date on such research.

Discussion papers will normally describe ongoing or planned research and will give an insight into current research thinking and activities and show trends in entrepreneurship and SME research, including ideas, conceptual frameworks, pilot studies and other similar types of work in progress. They are an opportunity for authors to present their work and receive some feedback prior to developing the research for publication.

### 2. Content and Attributes of Discussion Papers

Discussion papers should contribute to knowledge and understanding and demonstrate the accepted qualities and attributes associated with a paper under development for future publication in one of the national or internationally recognised journals on Small Business and Entrepreneurship or other appropriate disciplinary field. The essence of the work within the paper may cover a range of possibilities, including:

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

Discussion papers may focus on one or more of these elements and may often report on planned or prospective empirical work and evidence collection. Although not refereed in the usual sense, all discussion papers will be subject to scrutiny and acceptance by the Track Leaders. In assessing a paper's suitability they will consider the following criteria, similar to those for a refereed paper though less rigorously applied:

- Identification of the relationship of the subject to a particular track theme and topic, with 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 paper 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.

### 3. Review and Publication of Discussion Papers

Authors of accepted abstracts are asked to prepare and submit their full Discussion Papers in the following format by 31st August. They will then be reviewed by the Track Leader who may suggest some amendments and, if so, the final deadline for acceptance of revised papers is 30<sup>th</sup> September.

All accepted abstracts will be published in the Conference Handbook and all discussion papers accepted by 30<sup>th</sup> September will be included in the Conference Proceedings on CD-ROM issued to all delegates on arrival.

If an abstract is changed in the final paper then the original abstract must be updated on the Conference web site by the author(s) by 30<sup>th</sup> September.

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## 4. Timetable for submission and registration

Authors of accepted abstracts should submit their full Discussion Papers in the following format by 31st August. If amended, the deadline for acceptance of revised papers is 30<sup>th</sup> September at the very latest. Then if acceptable the papers will be allocated to appropriate workshop sessions with related papers. 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 workshop scheduling.

Publication of the abstract and the full paper is subject to at least one author having **registered by 31<sup>st</sup> August** and paid the appropriate fees to attend the Conference by **30<sup>th</sup> September 2007**.

## 5. Format for Discussion Papers

As all accepted discussion papers will be published in full the 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](http://www.isbe2007.org/abstract_login.php)

## 6. Paper Presentation (See Information Sheet NG728 Presentations2)

The 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 – avoiding 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.

Accepted Refereed Papers will be allocated a full presentation slot within the appropriate Track Session covering the Topic. Due to the large number of papers submitted, some of the Discussion Papers and Practical Papers will be offered a shorter "Round Table" presentation slot. At any time up until 30<sup>th</sup> September you may go on-line to check the status of your paper and accept or decline the slot offered.

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](mailto:vice-chair@isbe2007.org)