

## Practical Paper Content & Format -2

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

The distinction between research oriented refereed papers or discussion papers and the practical papers is more often about how the evidence is collected, evaluated and presented. Practical papers remain extremely valuable to the research community as well as the practitioner and policy-making communities as they capture real-life evidence and experiences. Whilst research-oriented refereed or discussion papers are developed and presented within acceptable research norms for publication in one of the appropriate national and international journals, practical papers may be developed and presented in a number of different forms. However, it is essential that there is a degree of rigour exercised in collecting, evaluating and presenting the evidence and experiences.

Practical Papers provide the opportunity for practitioners, including policy makers, entrepreneurship support agencies and practicing entrepreneurs, to highlight and disseminate excellent and distinctive practice in enterprise creation and development or entrepreneurship education and small business management. There must be evidence of the effectiveness of the practices presented with clear practical or policy implications highlighted. The emphasis is on personal experiences and achievements rather than simple statements of how it ought to be done. Best Practice can relate to any Conference topics such as enterprise support, education or policy.

### 2. Content and Attributes of Practical Papers

Practical papers should demonstrate evidence of good practice or experiences relating to some dimension of the Conference themes, e.g. policy implementation, knowledge transfer, networking and dissemination of practice, skill development. The essence of the paper may cover a range of possibilities, including:

- Review of some dimension of policy implementation at the single business or regional level
- Case scenario on particular entrepreneur or SME,
- Challenges and successful adoption of ICTs and e-business.
- Success of networking or local mentoring arrangements,
- Operation of particular policy initiatives,
- Skill development and training arrangements in the smaller enterprise,
- Parameters aiding success in encouraging new entrepreneurial enterprise,
- Reporting evidence from practice-based cases and events,
- Comparison of international experiences with existing knowledge from the USA or UK
- Examining the implications of new policies for regional and local support infrastructures

Practical papers may focus on one or more of these elements. Although not refereed in the usual sense, all practical papers will be subject to scrutiny and acceptance by the Track Leaders. In assessing a paper's suitability they will consider the following criteria:

- Identification of the relationship of the 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
- Contribution that the evidence presented makes towards the improvement of knowledge and understanding of other practitioners and researchers
- Originality of approach to the topic
- Quality and rigour of the approach to collecting, examining and presenting the evidence
- Clarity in structure, development, presentation and writing style.

### 3. Review and Publication of Practical Papers

Authors of accepted abstracts are asked to prepare and submit their full Practical Papers in the following format by 31st August. They will then be reviewed by the Track Leader who may suggest some amendments.

Where the Track Leaders feel a paper needs to be updated or amended in some way they will contact the author. The aim throughout the process is to work with authors to improve the quality of their paper and presentation and any suggestions to improve a paper are made in this context. You are encouraged to seek the advice and support of the Track Leaders throughout the process, recognising that for many this may be the first experience of presenting at this type of conference. The final deadline for acceptance of revised papers is 30th September

All accepted abstracts will be published in the Conference Handbook and all Practical Papers accepted by 30th 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 30th September.

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

### 4. Timetable for submission and registration

Authors of accepted abstracts should submit their full Practical Papers in the following format by 31<sup>st</sup> August. If amended, the deadline for acceptance of revised papers is 30<sup>th</sup> September at the 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 Practical Papers

As all accepted practical 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)