**Paper Submission Guidelines  
ISBE 2016**

**Please note that all papers must be anonymized. Do not include contact details on your paper(s) but these should be included in the relevant fields as part of the submission process.**

1. **Formatting and Layout**

All papers accepted for the ISBE Conference will be published in full on the Conference App and will be made available to ISBE members via the ISBE website after the event. Papers should be formatted as follows:

* **Paper Size**: A4 (210mm x 297mm) with a 19mm margin all around
* **Font**: Arial, size 10, headings can be in bold but no underlining please
* **Paragraph Format:** Paper should be fully justified with single line spacing
* **Title Page:** To contain the following information
  + **Paper Title:** No more than 85 characters including spaces – centred, 12pt Arial, bold and in title case i.e. capitals for first letter of main words
  + **Key Words:** Up to six key words for indexing, cataloguing and classification – centred 10-pt
  + **Abstract:** Using the headings given in the original abstract – justified, 10-pt Arial
* **Main Text:** Maximum 7,000 words, excluding tables, figures & references – single spaced, fully justified, 10pt Arial
  + **Pages:** Title and abstract page, full text, tables, figures references etc, all to fit on 20 pages maximum
  + **Subtitles:** Left aligned in Arial bold
  + **Page Numbering:** Right aligned in footer, in Arial 9pt font
* **Citation and Referencing:** Harvard Style (Jones, 2003), in 10pt Arial font. References should be listed in full at the end of the paper in alphabetical order

1. **Reviewing Process**

As you can appreciate, only limited feedback is given on abstracts; more detailed commentary will be available to authors once full papers have been submitted and reviewed by the Track Teams. Where the Track Chair feels a paper needs to be updated or amended in some way this will be detailed in the review; you will then have an opportunity to address the issues raised, revise the paper and resubmit it by the required deadline. The aim throughout the process is to work with the authors in a supportive and constructive way to improve the quality of the papers. Any suggestions to improve a paper are made in this context.

All papers accepted for presentation at the conference and submitted by the required deadline will be included in the Conference App, however, this is subject to at least one author having registered for the conference and paid the appropriate fees by **30th September 2016** *if you have not signed up by this date your paper will be withdrawn*. All accepted papers will be eligible for Best Paper Prizes and publication opportunities. Please note that, in an effort to facilitate track scheduling, no more than TWO papers can be accepted from any one lead author, or be presented by any one co-author.

The following deadlines apply:

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| Date | Action |
| 1st March 2016 | Registration opens with early-booking discount |
| 31st March 2016 | Extended deadline for submitting all abstracts |
| 31st May 2016 | Notification to authors |
| 21st July 2016 | Deadline for submitting full papers  Early-booking discount for registration ends |
| 30th September 2016 | Submission of final versions of papers following reviewers’ comments  All presenting authors must have registered |
| 27th & 28th October 2016 | ISBE 2016 Conference |

In order to ensure papers are included on the Conference App, extensions beyond the final deadline indicated above will **NOT** be possible. Please direct any queries in this regard to our conference support team ([authors@isbe.org.uk](mailto:authors@isbe.org.uk)).

1. **Presentations**

The oral presentation at the Conference should be delivered in English and focus on the following key features of the paper:

* Objectives / Key research question(s) 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
* 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.

The preferred presentation format is **Microsoft PowerPoint with a maximum of 6 slides, which must not exceed 15 minutes presentation time.** Please bring your PowerPoint presentation to the conference on a USB memory stick and upload it onto the PC/laptop in the relevant presentation room before your presentation session is due to begin. You might like to bring a few photocopies of either your PowerPoint visuals or your full paper for handing out to interested delegates.

1. **Queries/Problems**

All queries or problems should be directed to our conference support team ([authors@isbe.org.uk](mailto:authors@isbe.org.uk)).

1. **Different types of papers**

* **Refereed Papers** – these are papers which have been through a refereeing process by our expert reviewers and have been accepted – all refereed papers should be of publishable quality, potentially suitable for international journal publication.
* **Working Papers** – these are ongoing research pieces and give an insight into current research thinking and activities. They are an opportunity for authors to present their work and receive some constructive feedback prior to developing the research for publication.
* **Practitioner Papers** – these papers enable practitioners to highlight excellent and distinctive practice in enterprise creation and development. There must be evidence of the effectiveness of the practices presented with clear practical or policy implications highlighted.
* **Case Studies** – these are intensive studies of a single group, incident, or community; they should involve an in-depth, possibly even longitudinal examination of a single instance or event. We expect that from the case study a sharpened understanding of why the instance happened as it did, and what aspect might become important to look at more extensively in future research should be evident. Case Studies may be submitted as examples of practice or as full teaching cases with teaching notes. Harvard style, Case Centre or other appropriate format may be used.
* **PowerPoint Presentation** – for work in its very earliest stage there are a limited number of spaces for PowerPoint presentations at the conference with no accompanying written paper.
* **Poster Sessions –** an opportunity for postgraduate students to share their work with colleagues to encourage initial expert input that will enhance future study.

1. **Expectations of Papers**

**ALL PAPERS**

*Title:* All papers should have a clear, concise title; the contribution of a paper should be evident from the title. The title should be no longer than 10 words. Titles which do not match the paper can cause frustration to reviewers.

*Abstract:* A structured abstract is essential; abstracts which are not clearly articulated may be rejected. There is no set format but you may wish to cover the following:

- Objectives

- Prior Work

- Approach

- Results

- Implications

- Value

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| **TYPE OF PAPER** | **LITERATURE REVIEW** | **RESEARCH METHODOLOGY** | **CONTRIBUTION** |
| **FULL PAPER**  *(Peer reviewed by panel –blind reviewed)*  All eligible for best paper awards. | Full papers can be theoretical, conceptual, methodological and have an empirical dimension. In a full paper the literature review is an important element and it is necessary to clearly articulate how the paper contributes to extant literature. Thus results, implications and value will be linked to the literature presented. The standard required is that of an article nearing publication. | The methodological orientation of full and working papers must be clearly articulated.  It is not necessary (unless the paper is a methodological one) to provide a tortuous explanation of methodology. One should merely position the methodology within clear bounds. Only where justification is required will a lengthy methodology section be required. | All full papers submitted will be expected to make a contribution to their particular field and as such should be of a standard nearing publication but would potentially benefit from observations/comments during conference presentation.  As ISBE is keen to highlight policy implications, where appropriate these are expected. |
| **WORKING PAPER**  *(Peer reviewed by panel)*  Only eligible for a best working paper nomination. | Authors should submit a working paper; this will alleviate the pressure to write a conference standard paper. Presentations will still be limited to 6-8 slides.  Working papers will contain many of the elements of a full paper but the review will be less rigorous. Such papers are intended for research in progress and will allow the author freedom to present research which may not yet be ready for publication as a full article. | The methodological orientation of full and working papers must be clearly articulated.  Less attention could be given to methodological considerations unless the methodology is unusual. | A working paper is intended to allow researchers to present unusual (avant garde) work which they wish to present to peers, stimulate debate and receive feedback.  A working paper should be short and concise and a good comparison is that of a research note style. It should identify key issues for discussion and debate. |
| **PRACTITIONER PAPER**  *(Reviewed and advice given to authors)* | Practitioner papers will vary depending upon the style, purpose and academic ability of the author. For example they may or may not contain a literature review or methodology. Such papers will be judged by their contribution and logic. A good comparison would be that they may read like a short book chapter. The abstract headings must be embedded in the structure of the article. Collaborations are encouraged between practitioners and academics. | In practitioner papers an explanation of methodology is desirable but not essential as long as authors clearly state what they did, why they did it and why it is important. | A well written practitioner paper should be short (3,000-5,000 words) and to the point. The conclusion should have a moral which clearly sums up the logic and arguments in the paper. Book chapter or essay styles are welcome. Such papers should demonstrate a clear contribution to: relevant policy development; good practice; or a critical evaluation of current practice. |
| **CASE STUDY**  *(Peer reviewed for eligibility and readability)*  The inclusion of an abstract is not mandatory in respect of teaching cases. | Cases studies must be written with the abstract headings embedded in the structure. Obviously a teaching case study will differ from an empirical case study but in both the objectives, approaches, results, implications and value must be clearly articulated. | Because cases studies are a methodology in their own right there is no need to dwell on methodology unless the case is built around an unusual data capture methodology. | Good progress within the limitations of the research already identified, and demonstrating some evidence of initiative.  Cases studies should be short and concise and articles which deviate too much from the purpose of a case study are discouraged.  Teaching cases should be submitted along with a short accompanying summary. However, contributors must structure their presentation around the abstract themes. Pedagogical contributions from the case should be explored. |
| **POWERPOINT PRESENTATION**  A PowerPoint presentation must have an abstract and outline details of the presentation. | PowerPoint presentations should be accompanied by a short written overview which elaborates upon the aims and objectives of the project, current stage of development and key issues the author intends to raise for discussion.  Presentations will still be limited to 6-8 slides. | The methodological orientation must be clearly articulated.  Less attention could be given to methodological considerations unless the methodology is unusual. | A presentation is intended to allow researchers to present unusual (avante garde) work which they wish to present to peers, stimulate debate and receive feedback. |
| **POSTER SESSION** | Posters should be a one-page poster that can be attached to the wall of a conference breakout room. Depending on the track schedule, it may be possible to talk through your poster but please note this is not guaranteed.  Authors are responsible for the transit of their poster to and from the conference venue. |  |  |