

# USASBE/SBI 2006 JOINT CONFERENCE PROCEEDINGS PAPER GUIDELINES AND PUBLICATION PERMISSION FORM

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## GENERAL INSTRUCTIONS

Please read and follow these guidelines carefully in preparing your *accepted* paper submission for the *Proceedings of the USASBE/SBI 2006 Joint Conference*. Dr. Leslie Toombs will be editing the *Proceedings*, in consultation with Dr. Geralyn Franklin, General Program Chair, and Dr. Kirk Heriot, General Program Co-Chair.

In order to have your full paper included in the *Proceedings* and your paper's academic abstract and executive summary included in the Conference Program, you must e-mail (a single e-mail with a subject line of "Lead or Contact Author Last Name for USASBE/SBI 2006 Papers" is requested) your appropriately-formatted paper and academic abstract/executive summary (see specific instructions below) as attachments to [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu) **no later than November 1, 2005**. Please note that you should provide two documents in the e-mail: (1) your paper submission (limited to 8 total pages) for the *Proceedings*; and (2) your paper's academic abstract and executive summary (limited to 1 page) for the Conference Program.

The manuscript files must be in Microsoft Word format. The appropriate translation of tables, figures, and graphs can only be accomplished when submitted in Word format, since all files must be converted to Adobe Acrobat pdf format for publication in the *Proceedings*. If any of the tables or figures included in your paper are created with programs other than Word and then inserted into your paper, these tables and/or figures may not be correctly formatted in the final version of the *Proceedings*. Please remove any hidden commands (i.e. track changes) prior to submitting your electronic file.

By sending your paper and academic abstract/executive summary in electronic form and transmitting by fax the signed permission agreement (see below), you are granting USASBE/SBI permission to publish your paper in the *Proceedings* and distribute it to the conference attendees. **If the signed publication agreement is not received, your paper will not be included in the *Proceedings*.** Rather, a single page with the title of your paper, the academic abstract, and the executive summary provided in your original submission will be included.

Conference papers are also published on the USASBE website, but only with your permission. **If you do not wish for your paper to be published on the USASBE website, please check the "may not publish on the web" response on the publication permission agreement (see below).**

Please be aware that if you plan to publish your full paper in a refereed journal, you should first check with the journal editor regarding their policy on publishing papers previously distributed through conference proceedings. In general, reduced versions (extended abstracts) such as those requested for the *Proceedings* are not considered as prior publications.

### SPECIFIC GUIDELINES

Please read and carefully follow these specific guidelines for paper submissions and academic abstract/executive summary submissions for the *Proceedings*. Questions should be e-mailed to Dr. Leslie Toombs at [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu).

#### Guidelines for Paper Submissions

- Papers must be submitted in Microsoft Word format.
- Papers are to be single-spaced on 8 ½ x 11 inch pages. Margins are to be 1 inch on all sides.
- 12-point Times New Roman font must be used throughout the paper.
- **Papers must not exceed 8 pages total (single-spaced), including academic abstract, executive summary, text, tables, figures, appendices, and references.** Please note that the page length restriction has been included to help avoid “prior publication” issues for full-length papers. But, if you intend to publish your full paper in a refereed journal, you should still check regarding the policies of the journal.
- Do not number the pages of your submission.
- The first page of your paper should begin with the title in UPPERCASE, centered on the page; single space multiple line titles (no blank lines) and double space after the title (leaving one blank line). Immediately below the title, the name(s) of author(s) (bolded) and affiliations (not bolded) should be centered. For the lead or contact author *only*, full contact information should be centered and included (address, telephone number, and e-mail address). Do not use titles such as Dr., Professor, Ph.D., etc. *Note:* Refer to the first page of this document for a sample of how your document should look.
- Your paper should begin with the required ACADEMIC ABSTRACT (no more than 100 words), followed by the required EXECUTIVE SUMMARY (no more than 300 words and addressing the “So What?” question).
- The academic abstract, executive summary, and body of the paper should be single-spaced. All paragraphs should be separated with a single blank line.
- Main headings are to be printed in UPPERCASE, bolded and centered on the page. First-level headings are to be printed in Uppercase/Lowercase, bolded and aligned on the left margin. All headings should be separated with a single blank line before and after them.

- Be sure to use a main heading of some type after the executive summary and before the first paragraph of the body of the paper to clearly separate the two. This is typically labeled INTRODUCTION or OPENING REMARKS but may have another title.
- Paragraphs are not numbered or indented. Paragraphs are to be left aligned (but not right justified).
- All tables, figures, and formulas/equations should be included in the 8-page limited using 12 point Times New Roman font in Word format. Such items *must be* placed in the body of the paper, as appropriate. These should be numbered consecutively by category: TABLE 1, TABLE 2, FIGURE 1, FIGURE 2, FORMULA 1, etc. with appropriate titles in Uppercase/Lowercase. For example:

TABLE 1  
Types of Entrepreneurial Activity

- References throughout the paper should follow APA style and should be shown in parentheses with author, comma, and year of publication. Page numbers should be included for all direct quotes. For example:

(Franklin, 2003)

(Toombs & Heriot, 2005, p. 16)

- Since sources are shown in parenthetical form, only explanatory endnotes are to be used. Explanatory endnotes should be numbered consecutively and should be placed immediately following the end of the body of the paper in a section titled ENDNOTES. Explanatory endnotes should be kept to an absolute minimum.
- Appendices should immediately follow the body of the paper and precede any endnotes and references. If there is more than one appendix, number each consecutively like tables and figures (see above).
- A REFERENCES section *must be* included at the end of the paper listing the sources in APA style. Italicize, do not underline titles.
- Papers should be saved in Microsoft Word format with the lead or contact author's last name as follows: lastnamepaper.doc or toombspaper.doc.

### **Guidelines for Academic Abstract/Executive Summary Submissions**

- An academic abstract (no more than 100 words) and executive summary (no more than 300 words and addressing the required “So What?” question) for each paper will be included in the Conference Program.

- Submissions must be in Microsoft Word format and should be just like the first page of your full paper submission (see above).
- **The academic abstract/executive summary for each paper must not exceed one page.**
- Academic abstracts and executive summaries are to be single-spaced on 8 ½ x 11 inch pages. Margins are to be 1 inch on all sides.
- 12-point Times New Roman font must be used.
- Do not number the page for your submission.
- The top of the page should begin with the title of your paper in UPPERCASE, centered on the page; single space multiple line titles (no blank lines) and double space after the title (leaving one blank line). Immediately below the title, the name(s) of author(s) (bolded) and affiliations (not bolded) should be centered. For the lead or contact author *only*, full contact information should be centered and included (address, telephone number, and e-mail address). Do not use titles such as Dr., Professor, Ph.D., etc. *Note:* Refer to the first page of this document for a sample of how your document should look.
- The academic abstract and executive summary should be single-spaced. All paragraphs should be separated with a single blank line.
- Main headings are to be printed in UPPERCASE, bolded and centered on the page. Thus, you should have a heading for ABSTRACT or ACADEMIC ABSTRACT and one for EXECUTIVE SUMMARY. All headings should be separated with a single blank line before and after them.
- Paragraphs are not numbered or indented. Paragraphs are to be left aligned (but not right justified).
- This document should be saved in Word format with the lead or contact author's last name as follows: lastnameabstract.doc or toombsabstract.doc

### **Submitting Your Paper and Academic Abstract/Executive Summary**

Please send a single e-mail with a subject line of "Lead or Contact Author Last Name for USASBE/SBI 2006 Papers" to [usasbesbi2006@utpb.edu](mailto:usasbesbi2006@utpb.edu) **no later than November 1, 2005**. You should attach two documents to this e-mail: (1) your paper submission (limited to 8 total pages) for the *Proceedings*; and (2) your paper's academic abstract and executive summary (limited to 1 page) for the Conference Program.

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**Dr. Leslie A. Toombs**

**via fax to 432-552-2174**  
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