

**Submission Requirements and Process for Papers,
Workshops, and Teaching Cases**
USASBE 2008 National Conference
Submission Due Date: August 15, 2007

Please Note: All papers and cases must be submitted electronically to our Aquinex on-line submission system. Instructions on how to submit will be available prior to the process “going live” on June 15, 2007.

I. General Rules Governing Submissions

- Papers, workshop/symposium proposals, and cases can be submitted on-line anytime **between June 15, 2007 and August 15, 2007.**
- Authors must designate a primary division/academic track for paper and workshop submissions in the online submission system. The divisions or tracks include:
 1. Individual Entrepreneurship/ New Venture Creation
 2. Small Business Management and Growth
 3. Technology & Life Sciences Entrepreneurship
 4. Minority and Women Entrepreneurship/Ethnic Entrepreneurship
 5. International Entrepreneurship
 6. Entrepreneurship Pedagogy / Teaching Entrepreneurship/ Cross-campus Entrepreneurship
 7. Entrepreneurship in the Arts
 8. Family Business
 9. Corporate Entrepreneurship
 10. Entrepreneurial Support Organizations/ Economic Development
 11. Social Entrepreneurship/ Nonprofit Entrepreneurship/ Public Sector Entrepreneurship
- All submissions must be entirely original and must not be under concurrent consideration or scheduled for presentation elsewhere.
- All submissions must be typed, double spaced with one-inch margins using 12 point Times Roman font in a single Ms-Word file.
- Competitive paper and case submissions should not exceed 30 pages, including the abstract, executive summary, body, exhibits and references; workshop proposals should not exceed 10 pages.

- All submissions must include an academic abstract (no more than 100 words) and an executive summary (no more than 300 words). The executive summary should provide a synopsis of the central thesis, methodology, findings, implications for theory and/or practice, and how the findings can be implemented.
- All submissions must include a “So What?” discussion as part of the “Conclusions and Implications” section. This discussion addresses the contribution of the author(s)’ work to the advancement of entrepreneurial practice.
- Teaching cases may be based upon a primary or secondary data source reflecting the situation of an actual organization. Teaching case submissions must be accompanied by a copy of an instructor’s manual or teaching note. The case and teaching note should be included in the same Word or PDF file that is uploaded into the online submission system.
- All paper and case submissions will be blind reviewed. Authors must avoid revealing their identities in the body of the paper. All workshops will be reviewed, but participant names should be left on the submission.
- Selection for inclusion in the conference program will be based upon quality, originality, and relevance in the judgment of at least two independent reviewers. Reviewers will be directed to look for the “So What?” issue.
- Authors having papers and teaching cases accepted for presentation must agree to follow a specific format in preparing Word files of a one-page academic abstract along with the executive summary and full paper by November 1, 2007. Detailed instructions will be provided with the acceptance notice. The USASBE 2008 Proceedings will be in CD-ROM format.
- All submissions from students should be noted as such when author information is entered into the online submission system. The author entering the submission is referred to as the contact author. If the student author *is not* the contact author, the student author may be designated when additional authors are entered by placing “(student)” in parentheses when the student’s last name is entered into the system (i.e., “LAST NAME (student)”). If the author entering the submission *is* the student author, he/she must send an e-mail after the submission is complete that includes the division/track name, submission identification number, and submission title to Dr. Michael Morris, USASBE 2008 General Program Chair, at mhmorris@syr.edu.

II. Important ‘Rule Of 3’ Notice

The USASBE 2008 Conference will utilize a “Rule of 3” for submission purposes. No one may submit more than three (3) competitive submissions (papers, teaching cases, workshops, or symposia) to the USASBE 2008 Conference or appear in more than three

(3) competitive sessions during the refereed scholarly program. Appearances include roles as authors and/or presenters. Multiple appearances in a single session count as one session. Exceptions will be made for invited workshops/symposia, officer roles, and general and division sessions.

III. Whom to Contact if You have Questions

If you have questions about **competitive papers**, please contact Dr. Michael Goldsby, USASBE 2008 Competitive Papers Chair, at mgoldsby@bsu.edu.

If you have questions about **workshop proposals**, please contact Dr. Jeffrey Stamp, USASBE 2008 Workshops Chair, at jeff.stamp@mail.business.und.edu

If you have questions about **case submissions**, please contact Dr. Leslie Toombs, USASBE 2008 Case Coordinator, at toombs_1@utpb.edu

If you have **overall questions** about the 2008 USASBE Conference, or would like to **volunteer** to help with the Conference, please contact Dr. Michael H. Morris, VP for Program, USASBE, at mhmorris@syr.edu