international conference on african entrepreneurship and innovation

(ICAEI)

Author Guidelines



Submitting an abstract for review for the ICAEI Conference 2019

ICAEI accepts four different types of submission:

* Full Papers
* Working Papers
* PowerPoint Presentation
* Poster Sessions

Please note that only full research papers are eligible to be nominated for Best Paper Awards.

If you require any further information, or need any assistance, please don’t hesitate to contact us at [afripreneur@dmu.ac.uk](mailto:afripreneur@dmu.ac.uk)

# Submitting a paper for review for the ICAEI 2019 Conference#

Formatting and Layout

Papers should be formatted as follows:

* Paper Size: A4 (21cm x 29.7cm) with a 2.54cm margin all around
* Font: Times New Roman, size 12, headings can be in bold but no underlining please
* Paragraph Format: Papers 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 Times New Roman, bold and in title case i.e. capitals for first letter of main words. 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 for reviewers.
  + Keywords: Up to six key words for indexing, cataloguing and classification – centred 10-pt
* Abstract: Using the headings given in your original abstract – justified, 12pt Times New Roman
* Main Text: Maximum 8,000 words, excluding tables, figures & references – single spaced, fully justified, 12pt Times New Roman
* Pages: Title and abstract page, full text, tables, figures, references etc., all to fit on 20 pages maximum
* Subtitles: Left aligned in Times New Roman bold
* Page Numbering: Right aligned in footer, in Times New Roman 9pt font
* Citation and Referencing: Harvard Style, in 12pt Times New Roman font. References should be listed in full at the end of the paper in alphabetical order

Regarding ‘Final version’ papers

* All papers accepted for presentation at the conference and submitted by the required deadline will be included in the conference proceedings, however, this is subject to at least one author having registered for the conference and having paid the appropriate fees by May 31st 2019. If you have not registered by this date, your paper will be withdrawn. Please note that, to facilitate track scheduling, no more than three papers can be accepted from any one lead author, or be presented by any one co-author.

Timetable

|  |  |
| --- | --- |
| Date | Action |
| 17th January 2019 | Abstract submission window opens |
| 18th February 2019 | Registration opens |
| 1st March 2019 | Extended deadline for submitting all abstracts |
| 4th March 2019 | Reviewer feedback to authors |
| 22nd March 2019 | Deadline for Paper submission |
| 31st March 2019 | Early bird booking discount for registration ends |
| 31st March 2019 | Deadline for all presenting authors to have registered |
| 13th and 14th June 2019 | ICAEI De Montfort University, Leicester, United Kingdom |

Presentations at Conference

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 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 8 slides, which must not exceed 20 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 designated 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.

Queries/Problems

All queries or problems should be directed to our conference support team [afripreneur@dmu.ac.uk](mailto:afripreneur@dmu.ac.uk)

Expectations for Papers

**Full 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. Full papers can be theoretical, conceptual, and methodological and have an empirical dimension. All full papers are eligible for best paper awards.
* 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 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 long 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.

**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. This classification can include PhD studies, pilot studies and initial stages of projects.
* 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 can allow researchers to present unusual 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.

**PowerPoint Presentation**

* For work in its very earliest stage, there are opportunities for PowerPoint presentations at the conference with no accompanying written paper. A full review is not given for this type of submission, and only the abstract will be included in the proceedings on the conference app.
* 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 a maximum of 8 slides. The methodological orientation must be clearly articulated.

**Poster Sessions**

* We expect that these sessions will be a useful opportunity for postgraduate and early career researchers to obtain expert feedback about their work. Applicants are asked to submit a short abstract giving brief information and background to their work. A full review is not given for this type of submission, and there is no requirement to submit anything further than the short abstract. Poster Session abstracts are not included in the proceedings of the conference.
* 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.