

## Guidelines for Authors

The 6th International Conference on Entrepreneurship (ICOEN) 2019 is aimed as a forum for academics, educators, and practitioners from around the world to discuss recent issues regarding business and entrepreneurship, the dynamics of entrepreneurship, entrepreneur entrepreneurial organization and entrepreneur.

### Topics:

- Entrepreneurship Education
- Family Business
- Corporate Entrepreneurship
- Knowledge Management
- Business Management and Economics
- Corporate Management and Culture
- Digital Economy
- Educational Psychology
- Human Capital Management
- Business Ethics
- Woman Entrepreneurship
- Leadership
- The Digital Revolution in Entrepreneurship
- Innovation Management
- Marketing and Entrepreneurial Marketing
- Finance and Entrepreneurial Finance
- Micro, Small and Medium Enterprise
- Social Entrepreneurship
- Technopreneurship
- Start-up Business
- E-Commerce/ Business
- Government Entrepreneur
- Digital Business/ Digital Entrepreneurship
- Business Psychology
- Psychology of Entrepreneurship
- Strategic Management and Joint Ventures
- Behavioral Theory and Creativity

### 1. Submission and Correspondence

Author shall submit paper by email to [icoen@ciputra.ac.id](mailto:icoen@ciputra.ac.id). File shall be named as follows: first three letters shall be ICOEN6th, followed by the last name of the first author and first word of the title, i.e.: ICOEN6th-Tommy-Inspiring.

Papers and all correspondences should be addressed to:

The Editor, the 6th ICOEN  
Universitas Ciputra Surabaya  
CitraLand CBD Boulevard  
Surabaya 60219  
T. (62-31) 745 1699  
F. (62-31) 745 1698  
e-mail: [icoen@ciputra.ac.id](mailto:icoen@ciputra.ac.id)  
website: <https://icoen.org>

## 2. Manuscript Guidelines

**Manuscript specifications:** Manuscript specifications are depicted more detail in the manuscript template for ICOEN. Manuscript should be provided in MS-Word format. It should be typed and be double spaced (Times New Roman 12 font size) in a **single column format** on A4 size paper and one side of the paper only, with 2.5-cm wide margin (top, bottom, left, and right). The length of entire manuscript should not be more than 7,000 words (title, abstract, keywords, tables, figures, references, and appendices inclusive). All pages should be numbered consecutively at the bottom of manuscript.

Manuscript should be organized in the following order: title, abstract, keywords, main body of manuscript, references, and if applicable, appendices, acknowledgment, and footnotes. All tables and figures should be placed on separate sheets, not included within the text, and should also be numbered in the order in which they appear in the manuscript. If tables or figures are being reproduced from another source, the author should obtain permission from the copyright holder and state the acknowledgment. Appendices, acknowledgment, and footnotes should also be placed on separate pages, arranged at the pages after tables and figures.

Manuscript should be written in English. Indonesian author could submit manuscript for review in the Indonesian language, but the paper shall be translate into English once it is accepted for publication.

Article Title	<p>Casing: Title case and Bold, no more than 15 words</p> <p><b>Graduates Perception towards Instructional Methods of Emergency Medicine: Affecting their Self-confidence in Emergency Departments</b></p>
Author	<p>Placement: Below the article title</p> <p>Casing: Title case and Bold Example: <b>Mohamed Daffalla Awadalla</b></p> <p>Separator: Comma between each author and ‘and’ before the final author Example: <b>Mohamed Daffalla Awadalla, Ahmed Abd Elrahman Abdalla and Sami Mahjoub Taha</b></p>
Affiliation	<p>Affiliation Designator: Superscripted numerals Example: <b>Mohamed Daffalla Awadalla<sup>1</sup></b></p> <p>Corresponding Author: Indicated by asterisk for paper with more than one author and separated with a comma Example: <b>Mohamed Daffalla Awadalla,<sup>1,*</sup> Ahmed Abd Elrahman Abdalla and Sami Mahjoub Taha</b></p>
Corresponding Author	<p>*Corresponding Author: Mohamed Daffalla Awadalla; Email: <a href="mailto:mohadaff22@gmail.com">mohadaff22@gmail.com</a></p>

For papers with only one author: Corresponding author should NOT be indicated. Only the email address should be included along with the name

Abstract

Heading: Titled

Style: One paragraph (200 words)

Abbreviations: Any abbreviation defined in the Abstract needs to be redefined upon first mention in the text.

Reference citation in abstract: Please refrain from citing references in the Abstract, whenever possible; however, if cited, put in the full reference details

Keywords

A minimum of 3 keywords and a maximum of 10 keywords need to be provided (Mandatory)

Separator: Comma

Casing: Lower case; upper case only for proper nouns

Example:

**Keywords:** emergency medicine, instructional methods, perception, self-confidence, Sudan

Headings

All numbered

First level: Title Case and Bold

**1. Difference Between ABC and XYZ**

Emergency medicine specialty...

Second level: Sentence case and bold

**1.1. Difference between ABC and XYZ**

Emergency medicine specialty...

Third level: Sentence case and Italic

1.1.1. *Difference between ABC and XYZ*

Emergency medicine specialty...

Dictionary

For UK Spelling – follow Oxford Dictionary (<https://en.oxforddictionaries.com>)

For US Spelling – follow Merriam Webster (<https://www.merriam-webster.com>)

Hyphenation

As per the dictionary followed

Dashes	<p>En Dash: ranges, words of equal weight, parenthetical phrases (with space), theories/equations based on the names of two people, etc.</p> <p>Example: 10–12 kg, North–South border, Adams–Williamson equation</p> <p>Em Dash: for parenthetical phrases and for setting off a particular phrase.</p>
Abbreviations	<p>Abbreviations should be defined upon the first instance in the text; the abbreviated form can be used thereafter.</p>
Commas	<p>Use a comma after e.g. and i.e. in parenthesis. However, in the main text, use ‘that is’ and ‘for example’, followed by a comma.</p> <p>Oxford/Serial Commas: NO serial commas; can be used only in long sentences if required for clarity</p> <p>Thousandth separator: Yes (for 5 digits and above); Example: 1000 but 10,000</p>
Quotation Marks	<p>Single inverted commas need to be used, and double quotations only within single inverted commas</p> <p>Double quotes if the quoted matter is a direct quote made by someone.</p> <p>Block quotes: Quotations with 45 words or more should be pulled out as a separate paragraph. Please provide the source name for each block quote.</p>
Emphasis	<p>Single inverted commas</p>
Italics	<p>Used only for foreign words; for other terms, please follow the dictionary</p> <p><i>P</i> value Names of periodicals, newspapers, books, etc. should always be in italics.</p>
Lists	<p>First level:</p> <ol style="list-style-type: none"><li>i.</li><li>ii.</li><li>iii.</li></ol>

Second level:

- a.
- b.
- c.

Third level:

- (1)
- (2)
- (3)

Date Style

For UK Spelling: 14 March 2018  
For US Spelling: March 14, 2018

Period: 2016–2017 (do not truncate)

Numbers

Numbers 1–9: Spelled out (one, two, three... etc.)  
Numbers 10 & above: Numerals (10, 11, 12... etc.)

For exact measurements, use only figures (5 km, 4 percent)

Fractions: Spelled out; e.g., two-fourth, one-third

Twentieth century, but 1980s

Equations

Equations should be displayed on a separate line  
If they are numbered, it should be in the format—(1), (2), etc., and the number should be right-aligned.

$$\rho \frac{\partial h}{\partial \tau} = -\text{div}(\vec{q}) + \omega$$

(3)

Tables/Figures/Illustrations/Photograph

Casing & Style: Figure/Table label in Title Case + Bold, legend in sentence case and a period mark at the end.

Examples:

**Figure 1:** Perception of graduates regarding EM instructional methods.

**Table 1:** Perception of graduates' regard confidence in Emergency Departments.

Placement:

For Tables: Above the table

For Figures/Photographs/Illustrations: Below the figures

In-text citations:

For Tables: Table 1/Tables 1 and 2 in the text (Tables 1 & 2 within parenthesis)

For Figures: Figure 1/Figures 1 and 2 in the text (Figures 1 & 2 within parenthesis)

**\*\*Note:** These should be indicated by numbers (see Table/Figure 1) and not by placement (see Table/Figure below)

Sources for all tables/figures/illustrations/photographs must be provided by the author; even if the source is author's own, use phrase such as 'Author's own work'.

Acknowledgements  
(UK)/Acknowledgment (US)

The author(s) must use this section to thank people who helped him/her with the completion of studies or preparation of the paper. This can include anyone who provided technical assistance to the author or someone who had a helpful discussion with the him/her, etc.

Placement: Before the 'References' section.

Funding

This section can be used by the author to acknowledge the funding agency, if any, followed by the grant number in square brackets. Multiple grant numbers should be separated by comma, and where the work was supported by more than one agency, the different agencies should be separated with semi-colon with an 'and' before the final funder.

Placement: After the 'Acknowledgements' section.

### 3. References

**References and style:** The references and style are based on the Publication Manual of The American Psychological Association (APA), sixth edition (e.g., <https://www.apastyle.org/manual> and [http://www.tandf.co.uk/journals/authors/style/reference/tf\\_apa.pdf](http://www.tandf.co.uk/journals/authors/style/reference/tf_apa.pdf)). The references should be listed alphabetically by author and should be placed on a separate sheet after the main body of manuscript. In the text use the following style examples:

“It was examined by Fayolle (2013)” for a single author.

“It was examined in brief (Fayolle, 2013)” for a single author.

“It was examined in brief (Fayolle & Liñán, 2014)” for two authors.

“It was examined in brief (Fayolle et al., 2016)” for three or more authors.

“It was examined in brief (Fayolle, 2018a, 2018b)” for a single author with two or more publications in the same year.

“It was examined in brief (A. Fayolle, 2014; G. Fayolle, 2018)” for two or more authors with same surname.

Use the following examples of references:

**Books:**

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Meyer, M. H., & Crane, F. G. (2014). *New venture creation: An innovator's guide to entrepreneurship* (2nd ed.). Thousand Oaks, CA: Sage publications.
- Aaboen, L., La Rocca, A., Lind, F., Perna, A., & Shih, T. (Eds.). (2017). *Starting up in business networks: Why relationships matter in entrepreneurship*. London: Palgrave Macmillan.

**Book chapter:**

- Baraldi, E., Lindahl, M., & Perna, A. (2017). Start ups as vessels carrying and developing science-based technologies: Starting and restarting JonDeTech. In L. Aaboen, A. La Rocca, F. Lind, A. Perna, & T. Shih (Eds.), *Starting up in business networks: Why relationships matter in entrepreneurship*. (pp. 225-252). London: Palgrave Macmillan.

**Journal articles:**

- International Committee of Medical Journal Editors. (1997). Uniform requirements for manuscripts submitted to biomedical journals. *New England Journal of Medicine*, 336(4), 309-316.
- Seidel, J., Sundermann, A., Brieger, S. A., Strathoff, P., Jacob, G. H., Antonio, T., & Utami, C. W. (2018). On how business students' personal values and sustainability conceptions impact their sustainability management orientation: Evidence from Germany, Indonesia and the USA. *Journal of Global Responsibility*, 9(4), 335-354.

**Journal article in advance online publication:**

- Shirokova, G., Osiyevskyy, O., & Bogatyreva, K. (2015). Exploring the intention–behavior link in student entrepreneurship: Moderating effects of individual and environmental characteristics. *European Management Journal*. Advance online publication. doi:10.1016/j.emj.2015.12.007

**4. Manuscript Classification**

The 6th ICOEN only accepts a research paper. The category covers manuscript which report on any type of research undertaken by the author(s). The research may involve quantitative approaches (i.e., experiment, causal-comparative, and correlational), qualitative approaches (i.e., narrative, case study, ethnography, phenomenology, and grounded theory), mixed methods strategies, action research, evaluation research, and developmental research.

The structure of manuscript may cover: introduction, literature review, method, results, discussion, and conclusion. For qualitative approaches, results may also be combined with discussion.

**5. Manuscript Template**

Please use the manuscript template for The 6th ICOEN. That template can be downloaded from <https://icoen.org/>