BAM2022 Paper Submission Guidelines
31 August – 2 September

BAM2022 Key Dates and Deadlines

- Paper submission site opens **(10th January)**
- Paper submission site closes **(25th February)**
- Review process starts **(7th March)**
- Paper acceptance notification **(29th April)**
- Deadline for at least ONE author to register for the Conference **(27th May)**
- Final paper upload **(17th June)**
- Asynchronous paper presentation (optional) deadline (**15th July**)

Key Submission Information

1. Eligibility and Requirements

Eligibility

Papers must not have been previously presented or scheduled for presentation at any other conference. If the work has been presented at a previous BAM conference, the submission must represent a serious development beyond that of the previous presentation.

Maximum of 3 Papers Per Author

The maximum number of submissions per person **is THREE.** If you choose to submit more than one full paper/developmental paper or symposium/workshop proposal, please note that the onus is on AUTHORS to inform the BAM office at conference@bam.ac.uk regarding scheduling to avoid clashes between track sessions.

Submissions can be made to one track only. If you feel your full paper submission is relevant to more than one track, there will be an option to indicate this on the online paper submission system. It will then be at the discretion of the Track Chairs to discuss the merits of a submission to either track.

Authors will be required to upload two copies of each paper.

- **Upload 1**: Anonymous Version for Review **(25th February 2022)**
- **Upload 2**: Final Version for Conference Proceedings **(17th June 2022)**

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2. Deadline for Authors to Register to Attend

AT LEAST ONE author from each accepted submission must have registered to attend the BAM2022 Conference by **Friday 27th May**. Accepted papers without AT LEAST ONE registered author will be withdrawn and will not be included in the conference proceedings and scheduled in the conference programme for presentation. After this point withdrawn submissions will not be reinstated.

2.1 **Expectations for Authors**

Expectation to Review

- Lead authors are **required** to review at least 2-3 papers per submission in return for receiving feedback on their own paper/s.

Expectation to present the accepted paper(s)

- Submitting author or one of the co-authors should be available to attend the BAM2022 conference and present the accepted paper(s).

Withdrawing Your Paper

- If your paper/symposia/workshop is accepted for presentation and you later discover you cannot attend the event, please ensure you contact the BAM Office at conference@bam.ac.uk at the first available opportunity. Please be advised, you will be required to confirm the detailed reason for the withdrawal.

Recommendation to Read Papers Prior to Attending

- Access to papers will be given online to those registered to attend in the weeks before the conference. In all cases it is recommended that session chairs and participants/discussants, especially for developmental paper sessions, read papers in advance to get the most out of the session.

2. Paper Submission Types

2.1 Full Papers

Word Count

Length of full paper submission: **5000-7000** words (excluding tables and references).
You will be asked to submit the word count for your paper when completing the submission form online.

To submit a paper to the BAM conference we require a draft paper to be submitted for review; an abstract will not suffice.

Additional Information for Accepted Full Papers

- Full papers will be allocated 30 mins (20 mins presentation, 10 mins discussion). Full papers will be presented live during the Conference.

The final upload of accepted full paper submissions will be included in the conference proceedings if an author has registered to present.

2.2 Developmental Papers

The purpose of this category is to enable authors to discuss their work whilst it is in its developmental stage, so comments and feedback obtained at the event can be incorporated in the final stages of research and writing up. Developmental papers will be presented **live** during the Conference.

Word Count

Length of developmental paper submission: 1000-2000 words (excluding tables and references). You will be asked to submit the word count for your paper when completing the submission form online.

To submit a paper to the BAM conference we require a draft paper to be submitted for review; an abstract will not suffice.

Please do not make a submission of less than 1000 words as it will be automatically rejected. Less than 1000 words is insufficient material on which to base a decision.

Additional Information for Accepted Developmental Papers

- Developmental papers will have 20 - 30 minutes allocated and will be presented on the conference virtual platform. It is recommended that session chairs and participants/discussants, especially for developmental paper sessions, read papers in advance to get the most out of the session

The final upload of accepted developmental paper submissions will be included in the conference proceedings if an author is in attendance to present it.

2.3 Track Symposium Proposals

Word Count

The length of the submission should be approximately 1500 words including contributors' abstracts. You will be asked to submit the word count for your paper when completing the submission form online.

Specific Format Requirements

Preceded by a 150 word (approx) abstract, the proposal overview should outline the contributors' purpose, format of the session and detail why this is likely to be of interest. Speakers will be given a session of 1hr 30m to present their symposium. The submission will be reviewed collectively but should provide an abstract of each contributors' role or input, together with session timings, highlighting discussion time.

Additional Information for Accepted Submissions

Symposia that are accepted after the reviewing process and run at the conference will be included in the conference proceedings.

2.4 Track Workshop Proposals

Track workshops involve track participants in working together on an issue through a facilitated experience.

Please note: This section refers to workshops that are submitted to individual tracks (as opposed to the more generic Professional Development Workshops – see the section on this below).

Word Count

Workshop proposals should be 1000-2000 words. You will be asked to submit the word count for your paper when completing the submission form online.

Specific Format Requirements

Speakers will be given a session of 1hr 30m to present their workshop. In addition to the topic of the workshop and a statement about why this is likely to be of interest, submissions should specify who will drive the session, the mechanisms by which this will happen and how everyone attending will also be involved.

Additional Information for Accepted Submissions

Workshops that are accepted after reviewing process and run at the conference will be included in the conference proceedings.

2.5 Professional Development Workshops

At the virtual Conference in The Cloud, there will be an opportunity to organise a Professional Development Workshops (PDW), which will be open to all delegates. We are inviting workshop proposals on any aspect of business and management scholarship including research, teaching and engagement with practice.

Speakers will be given a session of 1.5 - 2 hours to present their Professional Development Workshop (PDW).

Professional Development Workshop proposals should be submitted via the normal BAM conference submission system where, for submission purposes only, they are listed as a track.

PDW proposals should include:

-   A 250-word abstract of the workshop
-   A 1-2 page overview of the workshop
-   An explanation as to why the workshop should be of interest to BAM delegates and an estimate of likely numbers

- A description of workshop's format

Additional Information for PDW Proposals

If you have presented a successful PDW at other conferences we would encourage you to submit this to the BAM Conference too.

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3. General Format Requirements for Submissions

When making a submission, please can you ensure that the format requirements below are adhered to, and that requested information is included in the order given:

- Use Times New Roman 12pt and single spacing
- No identifying information (author's names, email addresses, institutions)
- MS Word Header and Footer can be used for the title of the paper and page numbers
- No inclusion of any institutional graphics or logos
- References must be Harvard style
- Documents must be tidy and not show any history of tracked changes or comments
- If your paper includes graphics, please ensure these are of a high quality and please consider your final file size
- No changes in the paper title, abstract, authorship, and actual paper can be made after the submission deadline
- Check that the PDF File of your paper prints correctly (i.e. all imported figures and tables are there), and ensure that the file is virus-free

3.2 Upload 1: Anonymous Version for Review

The first upload – the anonymous version for review – should be uploaded in MS Word or PDF format and exclude all author's identifying information (such as name, institution or contact details) and track changes. This file will be used in the reviewing process and any paper with author information will be automatically withdrawn.

Deadline for Submission

- **Friday 25th February 2022 (23:59 UK Time)**

Page 1: Title Page

- Title & Summary (maximum of 150 words)
- Track - Identify which track you wish to submit to. If you feel your paper is equally suited to more than one track, please contact the BAM office at conference@bam.ac.uk
- Word count (excluding tables and references).

Page 2 onwards: Body of paper

If submitting a developmental paper, please include some comments on how you plan to develop the paper prior to discussion/presentation at the conference.

For a symposium/workshop proposal please indicate likely format/ design, plus ideal length, room configuration and audience size.

Please Note: Once the submission has been made on the system, authors will not be able to edit paper details such as title, author names, keywords etc. As this information will be displayed in the conference programme & proceedings, please ensure that all information is inputted accurately on the original submission. If you need to edit any paper details after submission, please contact the BAM office at conference@bam.ac.uk

3.3 Upload 2: Final Version

The second upload - the final revised version of your paper - should be uploaded in PDF format (preferably) / MS Word format after the reviewing process by the **17th June**. The final upload should include author identification on the first page only.

Important: the final file should not show any history of track changes or comments. This file will be used for conference proceedings.

Page 1: Title Page

- Title
- List of authors/contributors & affiliations
- Contact address and email
- Please Note: If any of these have changed since the original submission, please contact the BAM office at conference@bam.ac.uk

Page 2: Abstract

- Title & Summary (maximum of 150 words)
- Word count (excluding tables and references).

Page 3 onwards: Body of paper

If submitting a developmental paper, you can include some comments on how you plan to develop the paper prior to discussion/presentation at the conference. (optional)

For a symposium/workshop proposal please indicate likely format/ design, plus ideal length, room configuration and audience size.

4. Review Process

The submission will be reviewed, and you will be advised of its acceptance or rejection by the Track Chair toward the end of April.

All submissions will undergo a DOUBLE-blind peer review and decisions on acceptance will be communicated by the Track Chair. Reviewers will be asked to consider the quality of ideas, methodology, (potential) theoretical contribution, clarity of presentation, and potential interest to other participants. They will be judged against the norms of the category in which they are submitted.

The authors of both accepted full and developmental submissions will have until the **17ᵗʰ June** to make final amendments resulting from the reviewing process and to upload the final version which will be included in the conference proceedings.