

51st AIB-UK & Ireland Conference 2025

Doctoral Colloquium

Surrey Business School, University of Surrey



GUIDELINES

Doctoral Colloquium

Thursday, 24th April 2025

University of Surrey

SUBMISSION DEADLINE – 10th February 2025

Stream A: Advanced

This stream is for (1) doctoral researchers in more advanced stages of developing their thesis, who have finished some or all data collection and can present some preliminary results or (2) researchers who have recently completed their doctoral thesis. Students in this stream should have a good understanding of the literature in their domain and clear research questions.

Stream A assessment will consist of two parts: the submission of a paper for the Doctoral Panel to examine, and a brief, 10 – 15 minutes presentation in parallel sessions during the colloquium.

The Panel is there to give helpful advice, so students should highlight, in both their written submission and their presentation, aspects of the work that have been particularly challenging, and any specific issues on which the panel could give further advice.

Stream A Paper Submission Guidelines

- Submission length
- Submission structure
- Formatting guidelines
- Where to submit
- Submission dates

Submission length

The paper should consist of no more than 25 pages, one and a half line spacing, inclusive of tables, diagrams, figures, appendices, references and background information (no minimum length).

The first page should provide the following background information:

1. Submission title
2. First name and surname
3. Current registration (e.g., M.Phil. or Ph.D.)
4. Affiliation: name of school/university
5. Supervisor's name(s) and university
6. Stream A
7. Date the research began
8. Nature of student registration (full time or part time, or combination)
9. Estimate of date for completion of thesis

Guidelines for the main body of the submission:

Some students prefer to submit a single finished written piece of work (e.g. a working paper) as the main part of their submission (this is OK as well!). However, considering that the main purpose of the

Colloquium is to receive advice and support on the more challenging aspects of the research, we suggest that the paper submission should be organised as follows:

1. The general aims and objectives of the research.
2. A brief indication of the main relevant strands in the literature.
3. Specific research objectives in the light of the general aims and the existing literature.
4. Details of the methodologies to be employed in pursuing the research objectives.
5. Where appropriate, details of data sources, requirements for data collection, access to companies, etc.
6. Where appropriate, discussion of methods to be employed in analysing the data collected.
7. Relevant findings of the research to date may be presented in summary form.
9. If not covered under the above headings, please indicate (e.g. in a list, giving as much detail as necessary) specific issues on which the panel's feedback would be helpful.

Formatting guidelines

All papers should be formatted according to Palgrave house style guidelines.

We prefer papers for the Doctoral Colloquium to be submitted in Word rather than pdf format.

Where to submit

Doctoral papers can be submitted in the submission area provided on the conference website.

Submission Deadline

Deadline for submissions: Monday, 10th February 2025

Presentations

The presentation should last for no more than 15 minutes for Stream A. ***Upon acceptance to the doctoral colloquium, further instructions will be given by the organizers.

You may use PowerPoint slides in reasonable numbers, probably no more than 8. In the presentation students may either follow the structure of the paper submission or concentrate on a particular aspect of the research on which they want guidance or employ a mixture of both approaches. We allow approximately 10-15 minutes for feedback from the Panel and discussion.

Stream B: Beginner

This stream is for students at an earlier stage of the thesis process, typically before data collection. Students in this stream should have a (tentative) proposal for the topic they want to study, the method they want to use, and the potential contribution to existing knowledge.

Submissions for Stream B should consist of a synopsis of research ideas, which may take the form of a topic outline or a brief proposal.

Researchers should be prepared to give a brief, 5-10 minute presentation during parallel sessions of the doctoral colloquium. This will be informal and will be followed by a 'round table' discussion. The Panel is there to give helpful advice, so students should highlight, in both the written submission and the presentation, aspects of the work that have been particularly challenging, and any specific issues on which the panel could give advice.

Stream B Paper Submission Guidelines

- Submission length
- Submission structure
- Formatting guidelines
- Where to submit
- Submission dates

Submission length

Your paper should consist of no more than 10 pages, one and a half line spacing, inclusive of tables, diagrams, figures, appendices, references and background information (no minimum length).

The first page should provide the following background information:

1. Submission title
2. First name and surname
3. Current registration (e.g. M.Phil. or Ph.D.)
4. Affiliation: name of school/university
5. Supervisor's name(s) and university
6. Stream B
7. Date the research began
8. Nature of student registration (full time or part time, or combination)
9. Estimate of date for completion of thesis

Guidelines for the main body of the submission:

Considering that the main purpose of the Colloquium is to offer advice and support on the more challenging aspects of the student's research, we suggest that the paper submission includes:

1. The general aims and objectives of the research.
2. A brief indication of the most relevant strands in the reviewed literature.
3. The specific research objectives in light of the general aims and the relevant literature.
4. Outline of the methodologies of interest that could be used in pursuing the research objectives.
5. Where appropriate, requirements for data collection, requirements re access to companies, etc.
6. Where appropriate, queries about methods to be employed in analysing data.

Formatting guidelines

All papers should be formatted according to Palgrave house style guidelines.

We prefer papers for the Doctoral Colloquium to be submitted in Word rather than PDF format.

Where to submit

Doctoral papers can be submitted on the submission area provided on the conference website.

Submission dates

Deadline for submissions: Monday, 10th February 2025

Presentations

The presentation should last for no more than 10 minutes for Stream B. ***Upon acceptance to the doctoral colloquium, further instructions will be given by the organizers. You may use PowerPoint slides in reasonable numbers, probably no more than 6. In the presentation students may either follow the structure of the paper submission or concentrate on a particular aspect of the research on which they want guidance or employ a mixture of both approaches. We allow approximately 10-15 minutes for feedback from the Panel and discussion.

Contact details

Convenor:

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