

1. Author Name  
Author Title  
Author's organizational affiliation  
Mailing Address  
City, State ZIP  
Email address  
Day time phone number

(List subsequent authors in order of contribution, including all information listed above)

2. Title of presentation
3. Presentation track (Specify Research Paper, Practice Paper, Poster, or Roundtable)
4. Abstract (50-word abstract or description to be used in the conference program)
5. One paragraph (approximately 50 words) biographical sketch of each author. Insert a hard return between paragraphs for each contributing author.
6. Yes, please print this proposal in the conference proceedings, if accepted. (No, I prefer not to have this proposal printed in the conference proceedings.)
7. Yes, please consider the proposal for a poster if not accepted. (No, please do not consider this proposal for a poster if not accepted.) *Poster and roundtable proposals should omit this point, but should follow the corresponding numbering system as stated in the CFP.*
8. Yes, I am willing to serve as a reviewer for this conference. (No, I am not able to serve as a reviewer.) (The first author is not able to serve as a reviewer. However, the second author, John Doe, will serve as a reviewer.)
9. Yes, I am willing to serve as a session facilitator at the conference. (No, I am not able to serve as a session facilitator.) (The first author is not able to serve as a facilitator. However, the second author, Jane Doe, will serve as a facilitator.)

[insert page break]

## TITLE OF PROPOSAL

### **Introduction**

Begin text of the manuscript on the first full page following the author and proposal information listed on points 1-9 on the request for proposals.

All text should be single-spaced using Times New Roman 12 point font. Double-space between each paragraph. Margins on all sides should be set at one inch. Use the Word table tool to insert tables into the text of the document as close to first mention of the table as possible. Do not place tables or figures on separate pages at the end of the document.

Center and bold section headings for each of the suggested headings or sections listed on the call for papers. Secondary headings should be flush left and italicized. Third-level headings should be one tab from left and italicized.

### **Section Heading**

*Second-level heading*

*Third-level heading*

References should be inserted immediately following the end of the manuscript. References should be single-spaced with a hanging indent. Double-space between each reference.

### **References**

Bass, B. M. (1998). *Transformational leadership: Industrial, military, and educational impact*. Mahwah, NJ: Erlbaum.

Bass, B.M. (1999). *Bass & Stogdill's Handbook of Leadership: Theory, Research, & Managerial Applications*. New York: Free Press.

Northouse, P.G. (2004). *Leadership: Theory and practice* (3<sup>rd</sup> ed.). Thousand Oaks, CA: Sage.