

‘Other’ Submissions Proposal Criteria

For the 2021 ALE Conference, Roundtable, Poster, Workshop, & Panel Proposal Submissions will be peer-reviewed by volunteer reviewers. Please be sure to review the criteria below and ensure you have properly blinded your submission prior to submission. We look forward to receiving your submission(s) for the ALE 2021 Annual Conference!

‘Other’ Submission Categories:

- **Practice and Research Posters** - Professional quality posters outlining either innovative practice or research relevant to the leadership education field from undergraduates, graduate students, faculty, or administration.
- **Workshops** - Provide the opportunity for a longer (90 minutes), more in-depth experience and active participation around an innovative educational practice, teaching and learning tool, or research method.
- **Roundtable: Discussions** - Aspire to facilitate dialogue by field-specific experts about topical area of leadership education.
- **Roundtable: Idea Incubator** - Provide the opportunity for discussion of nascent research or program ideas to facilitate collaboration on shared interests and strengthening of future projects. Similar proposals will be grouped together to further discussion.
- **Panels** - Panel chairs will bring together experts in an area of work for facilitated discussion and question and answer. Panels should include 4-6 people and will have 90 minutes. Proposals must include an issue statement, grounding in salient leadership education literature, and guiding questions.

Note: At least one author must be an ALE member on all submissions.

Submission Formatting:

- **Word Count (excluding works cited list):** no more than 2,000 words
- Proposals should be prepared in Word (.doc or .docx) format.
- All proposals must be blinded on submission, which means that no identifying information should appear in the document or in the filename. Submissions that do not comply will not be sent out for review.
- Please save files as: Type__ALE21 (e.g. Roundtable__ALE21.doc or Workshop__ALE21.docx)
- Use Times New Roman 12-pt font
- Set all margins at 1”
- Single-space the proposal but double-space between paragraphs, headings and text, tables, etc.
- Tables and figures should be inserted into the manuscript/proposal of the text at or near first mention of the table or figure in the manuscript/proposal
- Tables should be inserted ONLY using the table format in Word. ALL TABLES must be smaller than ONE PAGE.

- All figures MUST be imported into your word file as a .jpg file with a minimum resolution of 400 dpi, Use the same typeface (Times New Roman) for all figures. Use symbol font for Greek letters. Acceptable formats for figures are: .jpeg or .png
- Center and bold section headings
- Page limitations are noted in the details for each proposal track. Proposals exceeding the page limitations will not be accepted.
- Use the *Publication Manual of the American Psychological Association* (7th edition) for all references and citations.

Submission Criteria:

1. The proposal adds to the body of knowledge in leadership education and will provoke thought among ALE attendees.
2. Introduction: The issue/idea and/or learner objectives are clear and concise.
3. *Background:* The author(s) links the proposal to existing literature/discussion (theory, practice, assessment, etc.) in the field of leadership, education or other related pedagogy/research.
4. *Description (Must be specific to the online environment):*
 - a. **Roundtable** - The means for discussion/interaction with the participants is sufficiently developed.
 - b. **Poster** – The program, research and/or methodology are described in detail.
 - c. **Workshop** – The author(s) provide a clear description of the steps, process, activity or method. The author(s) describe a plan for presentation that engages participants in the practice/method (i.e. polling, slide annotation, breakout rooms).
 - d. **Panel** – The means for discussion/interactions with the panel and participants is sufficiently developed (i.e. chat monitoring, discussion).
5. *Foreseeable Implications:* The foreseeable implications are developed and connected to leadership education.
6. The proposal is clearly written; English grammar rules and mechanics are followed, and spelling is accurate.
7. APA (7th edition) style is utilized; references are properly cited, and appropriate tables/figures (if applicable) are located within the manuscript.

Note: A short abstract of up to 250 words is required with your online proposal submission form.