**Practice/Application Manuscript Title: Centered, Boldface, and Title Case**

**Abstract**

An abstract is a brief summary of your paper, allowing reviewers to quickly understand the main points and purpose of your work. Please limit the abstract to 250 words.

**Introduction**

Although guidelines of the American Psychological Association (APA) indicate an introduction should begin on a new page (APA, 2019), we prefer that you place it on the same page as the abstract. Accordingly, it may be appropriate to use an “Introduction” heading to distinguish this section from the abstract.

In general, the manuscript should adhere to the following guidelines:

* Full narrative no more than 5,000 words; references and appendices may extend beyond.
* 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
* Use the *Publication Manual of the American Psychological Association* (7th edition) for all references and citations.

The introduction should define the problem to be examined and explain the parameters or limitations of the situation.  It should stimulate interest in the subject and remainder of the manuscript.

**Background**

This section should highlight the connection of the innovative practice to leadership education, pedagogical literature, theory, or a conceptual framework supported by research and/or practical experience.

Please note that a review of related scholarship is meant to identify connections to established theory and/or practice which will ground and contextualize the proposal. Authors are not necessarily expected to have conducted original research or complete an exhaustive literature review. It is assumed that reviews of scholarship will be concise and will help readers/participants note how this work is informed by and connected to the larger field of practice.

**Description of the Practice**

This section is the place to highlight clear details about the practice.

**Discussion of Outcomes/Results**

While practice sessions may be somewhat speculative in nature, the author(s) should provide sufficient evidence of (expected) outcomes and results.  This could include either assessment or evaluation data.

**Reflections of the Practitioner**

This section provides the author(s) space to critically reflect on the outcomes/results and their own role in the practice, as well as offer additional insights or implications relevant to other practitioners.

**Recommendations**

What are the opportunities to extend the discussion and or explore future application?  The lessons learned should also connect results back to the practice topic and review of scholarship or a conceptual framework.

**References**

The reference list that follows is a mock list.  According to APA style, the reference list should include entries for all in-text citations.  Material that was not mentioned in the narrative should be omitted from the reference list. Please include DOI information for all article references for which this information exists.

American Psychological Association. (2019). *Publication manual of the American Psychological*

*Association* (7th ed.).  Washington, DC: Author.

Council for the Advancement of Standards in Higher Education (2009). Student leadership

programs. In *CAS professional standards for higher education* (7th ed.). Washington, DC: Author.