**Workshop Proposal: 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.  Please include DOI information for all article references for which this information exists.

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

* Full narrative no more than 2,000 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.

**Background**

This section should briefly highlight the connection to leadership and/or pedagogical literature/theory or background of the method and its relevance to research in leadership education.

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**

For workshops focusing on pedagogy or teaching practices, this section is the place to highlight clear details of the activity.  This may include specific steps of the practice, a plan for the presentation and/or an outline of discussion questions.

For research methods focused workshops, this section may include specific steps to using the method, activities involving interacting with data and associated analysis outputs (statistical outputs, thematic coding schemes, etc.), and an outline of discussion questions.

This section should outline how the author(s) plans to demonstrate or model the method in a way that engages the participants in an online format (i.e. polling, slide annotation, breakout rooms).

**Foreseeable Implications**

This section should outline what the author(s) anticipates are the personal and/or professional applications of the concepts/practice/method. Author(s) should describe the outlets for utilizing the concepts/practice/method.

**Appendices**

Include handouts and supplemental materials here (up to four pages of handouts/reference material to be reviewed with the proposal).

**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. (2010). *Publication manual of the American Psychological*

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

Council for the Advancement of Standards in Higher Education (2015). Student leadership

programs. In *CAS professional standards for higher education* (9th ed.). Washington, DC: Author.

Kupers, W., & Weibler, J. (2008). Inter-leadership: Why and how should we think of leadership

and followership integrally? *Leadership, 4*, 433-475. doi:10.1177/174271500809510