

# A HOW-TO GUIDE FOR Submitting a Conference Paper

Interested in presenting at our conference, and having your paper published in our conference proceedings, but don't know where to start? Here are the steps you need to take to get your conference paper ready for publication:



## STEP 1

### Submitting an Abstract

An abstract will be the first thing you submit after you decide you would like to present at our conference. This will be a short written explanation of the topic you would like to cover in your presentation.

Abstracts should be submitted through our website, and must not exceed 250 words.

#### What to include in your abstract:

- 1 Describe the connection between your topic of discussion and one of the following fields: mentoring, coaching, or leadership.
- 2 Next, describe how your topic relates to the conference theme.
- 3 Make an indication as to what mentees/mentors, coaches/coachees, and/or leaders/followers have to learn from your paper.
- 4 Include any measurable outcomes, and/or ways people/institutions have been affected/changed, and/or future applications from your study, proposed model, or theoretical framework.

#### How your abstract will be scored:

Peer-reviewers will decide whether or not to accept your abstract based on how well you connect it to the conference theme, how clearly and concisely you portray your ideas, and whether or not you included any measurable outcomes. Peer-reviewers will also check for grammar and spelling errors, and for a title that effectively describes your content.

Learn more [here](#).



## STEP 2

### Formatting Your Paper

After your abstract is reviewed and accepted by our team of peer-reviewers, you will be asked to submit a paper that will accompany your presentation. **You must submit a paper** in order to present at the conference.

The length of your paper will depend on the type of presentation you will be giving. Individual/panelist presenters are required to submit a paper 5-7 pages in length. Poster-only presenters are required to submit a poster 1-2 pages in length.

#### 6 Tips for formatting your paper:

##### TIP #1

Please submit papers in Microsoft Word document format (.DOC or .DOCX).

##### TIP #2

References must be in APA 6 Style. References are not included in page length.

##### TIP #3

If you would like to use visuals in your paper (i.e. charts, graphs, or tables), you may request that these be included, and they will be evaluated and accepted on a case-by-case basis.

##### TIP #4

All papers must be single-spaced with 1" margins, and use Times New Roman size 12 pt. font.

##### TIP #6

If you plan on submitting a individual/panel presentation and a poster presentation on the same subject, you will only need to submit one 5-7 page paper.

##### TIP #5

Please follow [this template](#) for further instruction. If you have additional questions, please visit our [F.A.Q. list](#).



## STEP 3

### Writing and Submitting Your Paper

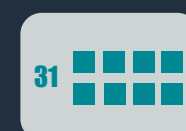
#### What to include in your paper:

Your paper must include a title, the names of the presenters, the organization or company the presenters are involved in, the abstract, your main content, any approved visuals, and a list of references.



#### Explaining the peer-review process:

Once you submit your mandatory paper, it will be peer-reviewed and returned to you with comments. You will then need to edit your paper and resubmit it to be published in the conference proceedings.



#### Deadlines for paper submission:

There are two separate deadlines for the papers. The first draft of the paper is due on June 30th by 11:59 PM Mountain Standard Time. Papers are then peer-reviewed and returned on August 1st. You will then have until August 30th to submit your final draft for publication.



#### Where to submit your paper:

On our website, [login](#) with your conference user account and go to 'My Papers'. This is where you will submit the draft version and the final version of your paper.

#### Registration:

In addition to submitting a paper, all conference presenters must register online for the conference. As a presenter, you will receive a 20% discount on standard registration fees.

[Register](#)

Visit our "Frequently Asked Questions" page for more information!

[FAQ's](#)