

**CALL FOR RESEARCH ABSTRACTS**

**Abstract Submission Format**

- Prepare abstract in *MS Word* format.
- Use Times Roman or Times New Roman 12-point font.
- Set all margins at one inch.
- So that abstracts can be blind-reviewed, **DO NOT** put your name or other identifying information on/in the abstract.
  - \*For example, instead of your university's name use ["university"].
- Single-space abstract; but double-space between paragraphs, headings and text, tables and text, etc.
- Center the bolded title of abstract at top of the first page; capitalize first letters of words in the title.
- Start the body of abstract immediately following the title (with bolded, centered heading as suggested below).
- Suggested abstract section headings: Introduction, Theoretical/Conceptual Framework; Purpose and Hypotheses, Objectives, and/or Research Questions; Methods/Procedures; Findings/Results; Conclusions, Recommendations, Discussion/Implications; and References (or another appropriate format for historical, philosophical, or qualitative/interpretive research).
- Use "Table" function command to prepare tables rather than tabs and spaces.
- Place Tables/Figures within body of the paper "shortly" after their first mention in text.
- The abstract should be no more than **2000 words** in length, including all tables/figures **but excluding references**.
- Use "insert, page numbers" command of MS Word to number all abstract pages, including the first page; center number at the bottom of each page. Do not use other footers, headers, or footnotes.
- Follow manuscript style guidelines as specified by the *Publication Manual of the American Psychological Association* (6th ed.), except as modified above. Per the manual, italicize the names of journals, statistical symbols, titles of tables, etc.; do not use the underline feature in above areas. Turn off all hyperlinks of URL references.

**Abstract Submission**

**Abstract must be submitted no later than midnight (EST) June 28, 2013, to be eligible for review.** (Note: All submissions and the "blind" review process will be completed electronically.) Submission Procedures:

- Submit abstract via *FastTrack*<sup>TM</sup> at <http://aaae.expressacademic.org/login.php>
- If you are not a registered *FastTrack*<sup>TM</sup> user, you must create an account first!
- Submit an electronic file in *MS Word* of the complete abstract.
- In the *FastTrack*<sup>TM</sup> submission process, be sure to provide the following information:
  - Title: Provide complete abstract title
  - Author(s): List name of lead author as well as names of all co-authors.
  - Document type: Select "North Central Region"
  - Document topic(s): Indicate "Research Methodology": Historical, Mixed Methods, Philosophical, Qualitative, or Quantitative. Also indicate "Content Focus" most closely corresponding with the abstract (i.e., the National Research Agenda topic)
  - Attach the abstract and click "Submit document"