AAAE Protocol Guidelines for Conference Paper Selection, Presentations and Awards

Adopted May 22, 2009

INTRODUCTION

The purpose of this protocol guidelines is to systematize the paper selection process for the regions of AAAE, as well as the national research meeting. This protocol was approved by the Research Committee on May 21, 2009, and the AAAE voting members on May 22, 2009. All subsequent changes must be approved by the Research Committee at the national meeting prior to implementation.

PROCESS

Timeline for Paper Submission and Review Process. (SD = submission deadline).

Date	Activity
SD – 9 months	A. Prepare the call for papers.
SD – 8 months	B. Post call for papers across AAAE and/or regional listserves.
SD – 6 months	C. Re-post call for papers across AAAE and/or regional listserves.

SD – 1 month	D. Contact potential reviewers to assist with the paper selection process.
	   1) Open call for reviewers outside of region.
	   2) Invite reviewers based upon their expertise with research. When possible, chairs should CONSIDER inviting authors based upon
	      a) expertise in the research topic area,
	      b) expertise in the methodology, and
	      c) quality of research published.
	      d) For regional conferences, reviewers should be sought from outside the region.
	   3) Find a methodology for nominating reviewers.
	E. Re-post call for papers across AAAE and/or regional listserves.
	F. Identify and call for discussants.

Submission deadline (SD)	**G. Ensure that authors have removed overtly identifying information from submitted manuscripts.**
SD + 1 week	H. Send papers to reviewers along with the proper review forms.
SD + 3 weeks	I. Send reminder to reviewers to remind them of the deadline for returned reviews.
SD + 4 weeks	J. Collect all reviews from reviewers. K. Compile reviews and evaluation forms to make decisions on accepted/rejected papers.
SD + 6 weeks	L. Notify all first authors of the status of their manuscript.

	M. Return reviews to the first authors.
	N. Notify first authors of the expectations for formatting, corrections, amendments, and clarifications to their manuscript.
	O. Notify first authors of the deadline for returning manuscripts.
	P. Send papers to discussants for their review and critique.
SD + 2 months	Q. Collect all finished manuscripts for conference proceedings.
	R. Determine the concurrent session groupings for accepted manuscripts.
	S. Develop research conference program.
SD + 2½ months	T. Collect discussant comments.
	U. Submit final manuscripts and discussant comments to the conference coordinator for the conference proceedings.
SD + 3 months	**V. Research conference**

EVALUATING PAPERS

Reviewers.
1) Reviewers should be members of AAAE.
2) Reviewers should review papers from other regions as part of their professional obligation.
3) Three (3) reviewers should review each submitted paper.
4) Reviewers should be expected to review three or five papers.
5) If two or more papers from the same authors appear similar, it is suggested that those papers all go to the same reviewers to help determine if the papers:
    a. are so similar that only one spot should be provided for the 2+ papers (authors can either combine papers or present one),
    b. answer unique research questions and are presented in such a way that they deserve separate spots, and/or
    c. though submitted as two papers, are actually one significant study, then the research may be offered two presentation spots.
6) Graduates students should **ONLY** be utilized as reviewers if they are in their final year of doctoral study and have a record of publishing in a refereed journal

Determination of Accepted or Rejected Manuscripts.
1) When submitting a research conference paper, the author will have the option of having the accepted paper published in its entirety or as an extended abstract. Extended abstracts will be 1,000 words in length.
    a. Allow author(s) of accepted manuscripts the choice of submitting the paper:
        1. in whole, or
        2. as a 1,000 word abstract.
2) Determine the number of papers allowable at the conference. Factors to consider in paper acceptance:
    a. Number of papers presented in previous years,
    b. Number of submissions,
    c. Target goal percentage of acceptance,
    d. Available slots for paper selection,
    e. Quality of the papers.

3) Where possible, provide at least one concurrent session with distance education technology available to those presenters who cannot travel to the conference.
4) Accepted papers will be those whose overall paper recommendations rank in the echelon of the number of allowable papers for the conference.
5) Rejected papers will be those whose overall paper recommendations do not rank in the echelon of the number of allowable papers for the conference.
6) Paper evaluations will be made by calculating the z-scores on the paper (33.3% weight) and the paper's acceptance ratings (66.7% weight).
7) Alternate papers should **ONLY** be considered if final details of the conference have not been determined (number of rooms/number of sessions).
8) Manuscripts should be published on the AAAE website behind a password wall.

PROTOCOL FOR THE DAY OF PAPER PRESENTATIONS

1) The paper presentation should be 15 minutes in length followed by 5 minutes of questions, immediately after the paper presentation.
2) Paper sessions should be organized by general theme area.
3) Participants should be encouraged to come and go between papers within an individual session.
4) The discussion session will be a 5-minute question and answer session after each paper, in an open an informal way, however, the discussant should have the papers in their respective sessions prior to the conference so they have time to prepare questions and/or guide the general discussion.
5) The role of discussant/chair will be encapsulated in the same person. The responsibilities will be
   a. Introduce the research paper and presenters.
   b. Conduct the discussion of each paper following its presentation.
   c. Read and critique each paper in a formal manner (i.e.: one page critique of the research to be a complement to the proceedings).
6) The facilitator will operate the mechanics of the room and keep all presentations and question/answer sessions within time limits.

Guidelines for Discussants. The spirit of the discussion session is to provide constructive feedback on the research for improvement and to stimulate deeper thinking about the presented research in terms of recommendations, implications, and additional research questions.
1) Read the papers accepted for your assigned session.
2) Critique the paper for theoretical framework, conceptual framework, methodology, and conclusions.
3) Write a one-page critique.

PROTOCOL FOR AWARDS

1) The papers receiving the top 3 scores from the review process will be the only papers considered for the conference paper award; if the conference has more than 30 manuscripts accepted, then the top 5 papers will be evaluated.
2) The finalists will not be informed prior to the presentation.

3) A presentation review committee will be selected by the research conference chair to select one outstanding paper from the presentations.
4) The remaining papers will be awarded "distinguished manuscript."
5) The conference chair should ensure that distinguished papers are not presented in concurrent sessions at the same time.

CHANGES TO THIS PROTOCOL GUIDELINES

To provide a degree of flexibility to the individual research conferences, changes may be made to these protocol guidelines by the research conference chair after consulting with the AAAE Research Committee chair and receiving their approval.

Changes made during the year by the individual research meeting chairs are to be reported during the annual Research Committee meeting by the Research Committee Chair for the purpose of possible changes to these protocol guidelines. All changes to the protocol guidelines must be approved by the research committee at the national meeting one year in advance of the anticipated implementation of those changes. Changes approved by the research committee will be forwarded as recommendations to the business meeting for final approval.

OUTSTANDING RESEARCH PRESENTATION AWARD
NATIONAL AGRICULTURAL EDUCATION RESEARCH CONFERENCE
EVALUATION AND RATING SCORECARD

Session: _____

Judge Number: _____

Paper Title: _____

Author(s): _____

Purpose: To recognize individual AAAE members for outstanding research conducted during the previous year that contributes to the profession.

Instructions: Complete all requested items above. Rate the research presentation in each of the six categories.

Score	ITEMS (for explanation, see enclosed sheet)
10	The research, as reported, has an impact on agricultural education that outlines the related literature and theoretical framework
10	The conclusions/implications/recommendations are presented in a way that stimulates thoughtful discussion on the paper
10	The researcher made a compelling case for the choices in methods and data analysis were used
10	The findings were succinctly and adequately presented
10	The researcher answered questions intelligently and maintained discussion.
5	The overall presentation was professional.
5	The overall presentation was educational.
5	The overall presentation was interesting.
	TOTAL (0 - 65)

Call for Preparation and Submission of Research Papers

Paper Format:
- Prepare your papers for consideration/review for the _____ AAAE research sessions in MS Word format.
- Use Times Roman or Times New Roman 12 font.
- Set all margins at one inch.
- So that papers can be blind-reviewed, **DO NOT** put your name or other identifying information on/in the manuscript.
  - For example, for your university name use "[university]"
- Single space the manuscript; but double space between paragraphs, headings and text, tables and text, etc.
- Center the bolded title of your manuscript on the top of the first page; capitalize only first letters of words in the title.
- Type the abstract (maximum word count of 200) *in italics* immediately after the title of the manuscript.
- Start the body of your manuscript immediately following the abstract (with bolded, centered heading as suggested below).
- Use as suggested sections the following: Introduction/Theoretical Framework, Purpose(s)/Objective(s), Methods/Procedures, Results/Findings, Conclusions/Recommendations/Implications, References.
- Use the "table" functions command of MS Word to prepare tables in the manuscript.
- Place tables and/or figures within the body of the paper "shortly" after their first mention in the text.
- Manuscripts should *generally* be 12 pages (including title, abstract, tables/figures, and all "prose," but excluding references). There may be circumstances where more than 12 pages are warranted; the manuscript should substantiate the length.
- Use "insert, page numbers" command of MS Word to number all manuscript pages, including first page—centered at the bottom of the page. Do not use other footers, headers, or footnotes.
- A cover page will not be necessary but in the "document details" section of the submission website, you will need to correctly identify the paper as Quantitative, Qualitative, Historical or Philosophical and correctly indicate the area of the National Research Agenda in which your paper belongs.
- Authors of accepted papers will have the option of publishing in the proceedings 1) the complete manuscript reviewed, or 2) a 1000 word abstract of the manuscript.

Style: Use the *Publication Manual of the American Psychological Association,* (5th ed.), except as modified above. Italicize the names of journals, statistical symbols, titles of tables, etc. as per *APA.* Do not use the underline feature in above areas; turn off hyperlinks of URL references.

Deadline: _____

Submission Procedures: Documents will be submitted using the FastTrack system. Details will follow when the system is up and running.

Contact Information: _____