**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) July 10, 2016**, to be eligible for review. (Note: All submissions and the “blind” review process will be completed electronically.)

Submission Procedures:

* Submit abstract via *FastTrack™* at http://aaae.expressacademic.org/login.php
* If you are not a registered *FastTrack™* user, you must create an account first!
* Submit an electronic file in *MS Word* of the complete abstract.
* In the *FastTrack™* 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”



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