

The Center for Engaged Learning

Conference Proceedings

SUBMISSION GUIDELINES

We are so pleased that you have decided to publish your conference presentation in the proceedings of the 2021 Conference on Engaged Learning. With this publication, you join an international community of scholars and contribute to CEL's growing collection of research-informed engaged learning resources.

To be included in the conference proceedings, we require an article-length version of your conference presentation **and** a blog post for the [Center for Engaged Learning blog](#).

This document outlines how to format and submit your materials. All the guidelines have been crafted so that the editing and production of the conference proceedings is as streamlined as possible.

Jennie Goforth, the Center's managing editor, will be your main point of contact for all questions regarding the formatting, submission, and publication of the conference proceedings. If this document does not answer your questions, please feel free to contact her via email or phone.

We look forward to working with you!

Jennie Goforth

Managing Editor

jgoforth@elon.edu

336.278.5788

Jessie L. Moore

Director

jmoore28@elon.edu

336.278.5649

Conference Proceedings Article

Your conference proceedings article should have a word count of up to 3,500 words (max). Please follow the formatting guidelines in the following sections.

IMAGES

If you have images from your presentation slides, please include them. Charts and other data visualizations, photos, and diagrams can be incorporated into your article. If you are not the original creator of the image, you are responsible for ensuring that the image may be reproduced (for example, with a Creative Commons license). Include a credit line for each image. If the image does not have a Creative Commons license, you will need to secure permission to reproduce it. Please contact Jennie for more information.

Submit each image as a separate file, ideally in the file format from the program it was created in. For example, if you used Excel to create a chart, submit the Excel file; if you used PowerPoint to create a diagram, submit the PowerPoint file. Acceptable file formats include .jpg, .tiff, .png, .eps, .ai, .doc/.docx, .ppt/.pptx, .xls/.xlsx. If you have a figure or image in another file format, contact Jennie before submission.

Blog Post

Your blog post should be a related piece of writing that will encourage readers to download and read the Conference Proceedings. Include a one-paragraph summary of your article, but also focus on implications and applications of your research for readers. Consider: Why should readers access your article? What's the potential significance of this work for multidisciplinary readers?

Blog posts should be 500–1,000 words and follow all the guidelines in our [Blog Style Guide](#).

Submitting Your Materials

Please send all of your documents to Jennie via email [jgoforth@elon.edu]. **All submissions must be received by August 2, 2021.** We anticipate publishing the Conference Proceedings by early September.

In the body of your email, please include the following information:

- Names of each author (as you like it to appear on publications)
- Job title and institution for each author
- Email address for lead author (this will be included in the proceedings so readers can contact you)

Formatting

Generally, please use as little special formatting as possible as this makes editing and production easier for our staff, and consult the *Chicago Manual of Style, 17th edition*, for style and grammar choices. Please also follow these specific formatting guidelines:

1. Text should be

- Left aligned
- Double-spaced with 1-inch margins
- In 12-point font (Calibri, Times New Roman, or some other commonly used font)

2. Type only one space after each period.

3. Use the serial comma.

| My favorite colors are blue, teal, and magenta.

4. Headings should be in headline style (capitalize all major words). Style headings simply and consistently, for example:

| **First-Level Headings Bold and Large**
| **Second-Level Headings Bold**
| *Third-Level Headings Italic*

5. Indent block quotes.

6. Do not embed hyperlinks in text. Instead, paste the full URL into the text and surround it with brackets.

| The Center for Engaged Learning [<https://www.centerforengagedlearning.org/>] brings together international leaders in higher education to develop and to synthesize rigorous research on central questions about student learning.

Inclusive Language

Gender-neutral and bias-free language makes our audiences feel respected and included, reduces any distraction for the reader, and maintains our credibility.

These resources give practical recommendations for using inclusive language:

- Writing for TLI's Diverse Readers: Principles and Practices (<https://journalhosting.ualgary.ca/index.php/TLI/inclusivewritingguide>)
- *Chicago Manual of Style, 17th edition*, 5.251-5.260
- NCTE Statement on Gender and Language (<https://www2.ncte.org/statement/genderfairuseoflang/>)

Also remember that you are writing for an international audience and some terminology may be confusing for people from other countries. If you use a term that is specific to your region, consider including an explanation.

References

Follow the *Chicago Manual of Style, 17th edition*, author-date style for all in-text citations and reference lists. A convenient quick guide is available on their website at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

Author names should be listed as they appear in the source (on the title page or article header). Titles should use headline-style capitalization.

| Felten, Peter, John N. Gardner, Charles C. Schroeder, Leo M. Lambert, and Betsy O. Barefoot. 2016. *The Undergraduate Experience: Focusing Institutions on What Matters Most*. San Francisco, CA: Jossey-Bass.

In-text citations should list author/editor and year of publication, with no intervening punctuation. For direct quotes, include the page number.

| (Felten 2014)
| (Felten 2014, 223)

For sources with multiple authors/editors, only the first-listed name is inverted in the reference list.

	In-text citations	Reference list
1-3 authors	(Moore and Bass 2017)	Moore, Jessie L., and Randall Bass, eds. 2017. <i>Understanding Writing Transfer: Implications for Transformative Student Learning in Higher Education</i> . Sterling, VA: Stylus Publishing.
4-10 authors	(Felten et al. 2016)	Felten, Peter, John N. Gardner, Charles C. Schroeder, Leo M. Lambert, and Betsy O. Barefoot. 2016. <i>The Undergraduate Experience: Focusing Institutions on What Matters Most</i> . San Francisco, CA: Jossey-Bass.

For further details and more examples, refer to the complete print or online guide.