COMMON GROUND

Guidelines for Conference Proposals

<u>Components of the Proposal</u>

In order to submit your proposal through your CG Publisher account, you must specify the following components:

1. *Title* (and *Subtitle*, if desired):
   - to convey the main idea of the scholarly work;
   - in proper Title Case (as specified by the *Chicago Manual of Style)*.
2. *Short Description*:
   - a summary of the main idea;
   - will appear in the printed program;
   - limit 30 words with correct English spelling, grammar, and punctuation.
3. *Longer Description*:
   - a concise description of the scholarly work, including the purpose, methods, and implications of the work for papers reporting research and practice or the purpose, content, and reasoning contained in papers reporting with a theory focus;
   - used to evaluate the proposal for acceptance and to place the work in the appropriate session;
   - limit 200 words with correct English spelling, grammar, and punctuation.
   - See the section Topics for the Long Description below for more information on required components.
4. *Knowledge Focus*:
   - an indication of whether the work has a Practice, Research, or Theory focus;
   - has implications for the type of information that must be included in the proposal.
5. *Keyword Set*:
   - single words that clearly indicate the main ideas of the scholarly work;
   - used to group presentations into appropriate sessions;
   - examples listed in Our Focus/Themes, but other words or short phrases may be used as well.
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6. *Theme Selection*:
   - an indication of the theme within which the scholarly work fits best;

- is used to group presentations into appropriate sessions and to cluster sessions in the conference schedule.
7. *Presentation Type*:
   - paper presentation;
   - workshop;
   - colloquium;
   - poster/exhibit; or
   - virtual presentation.
8. *Scheduling Note*: optional note to organizers regarding session scheduling restrictions.

Topics for the Long Description

The "Long Description" is the central and most important part of the proposal. It contains the information which reviewers use to evaluate the proposal and, if your presentation is ultimately published in the journal, serves at the Abstract of the journal article.   While each proposal should address the **purpose**, **methods**, and **implications** of the scholarly work, the content wi
thin these general categories will vary somewhat, based on the type of scholarly work to be presented and the type of presentation. Illustrations of the topics, or elements, to be addressed in the proposal are presented below.

Research Focus

1. *Thesis statement*: the hypothesis, research statement, statement of the problem or issue being explored.
2. *Methodology*: brief overview of research method used to address the research question identified in the thesis statement. For the proposal, include information on the type of data collected (e.g., surveys, interviews, tests, literary analysis or critique, observations) but not on design, sampling, or data analyses techniques (these should be explained in the full paper).
3. *Results*: the main findings of the study, resulting from the methods used.
4. *Conclusions and Implications*: what the results mean for the field of study or for society; relate back to the thesis statement.

Practice Focus

1. *Framework*: the scholarly knowledge base--theoretical framework, previous research, or conceptual approach--upon which the practical application is based.
2. *Description of practical application*: what was designed or developed, how was it implemented, in what setting and with whom?

3. *Outcomes*: what has been learned from the implementation, what strengths and weaknesses have been identified?
4. *Implications*: what are the next steps or the implications for future practice or for society.

Theory Focus

1. *Statement of the hypothesis*, theoretical perspective, or philosophical idea being asserted.
2. *Relationship* to existing theories or perspectives in the field.
3. *Contribution*: how proposed idea advances knowledge in the field or benefits society.

While the purpose, methods, and implications of your work are explained within the context of the type of scholarly endeavor you are reporting upon, the type of presentation you plan will also have implications for the information you include in the Long Description.

Paper Presentation

Accepted papers will be organized into thematic sessions or roundtable discussions and, while the preparation for your presentation may be different for these two formats, the content of your proposal should include all of the elements of a research, practice, or theory-focused work listed above.

Poster/Exhibit

Generally most appropriate for "practice-focused" works (or works in progress), a poster/exhibit proposal may concentrate on one aspect, for example, "description of the practical application". The proposal should clearly describe the type of information (or product) that will be displayed.

Workshop
The most critical element of a workshop proposal is the description of the activity and how the participants will be engaged. A workshop is not a "long paper" and therefore the interactive or instructional nature of the session must be clearly defined.