

AALHE Call for Proceedings

About the Proceedings

All Conference presentations are eligible for inclusion in the conferences proceedings. The Proceedings of the AALHE Conference serve several important functions:

- They allow Conference participants, who are unable to attend your session, to have materials on the topic,
- They are a rich resource for all who are interested in assessment in higher education,
- They provide best practices shared by member institutions at the AALHE Conference,
- They support, document, and affirm the contributions of the presenters.
- They may be selected for inclusion in a 5-year follow-up volume planned for 2019.

Guidelines for Preparing a Paper

Papers for the 2018 *Conference* are due **July 9, 2018**. These will be shared digitally with the AALHE membership by **October 1, 2018**. This is will be the last year of opportunity to appear in *The Best of AALHE Proceedings, the First 5 Years*.

- **The paper should be and include:**
 - Five to fifteen pages recommended (or 6,000 words including abstract, references, or charts/tables/figures);
 - An abstract with no more than 250 words;
 - Six to eight keywords; and
 - Charts and references.
- **Content**
 - The paper should include the main ideas from the presentation rather than verbatim text of it. It should also supplement the presentation with additional reflections, audience responses, and any new ideas generated from the discussion or other conference sessions.
 - When appropriate, mention ideas from earlier Proceedings (see <http://www.aalhe.org/page/Proceedings>). A five-year follow-up is planned by the editors, so such links will help that volume cohere.
 - For case studies, have some statement about what the practical significance of the article -- how readers would use it.
 - PowerPoint documents, simple bulleted lists without analysis, outlines, and sample documents are not appropriate for the proceedings but rather as handouts. These submissions will be papers that are to be included in the 2017 AALHE Conference Proceedings.
- **Editing**
 - Proceedings will be published after editorial review and approval.
 - For approved articles, authors are ultimately responsible for their own editing. However, for easily corrected changes (spelling, missing figures, a keyword change in title, etc.) we will write authors and ask if they would like us to change. If we receive no timely response, either no change will be made or if too many problems are not addressed the article may not be included.
- **Format**
 - The body of the paper

- Double spaced using Times New Roman 12 pt. One inch margins all around.
- The preferred format is Microsoft Word. If Word is not available, save the document in RTF (Rich Text Format).
- References and materials cited within the body of the document should follow APA guidelines.
- Charts and Graphs
 - Graphics should be created in such a way that they are clean and clear when viewed. Graphics can be gray- scale, black and white or RG B color.
- The preferred file formats for graphics are:
 - Bitmapped graphics: Adobe Photoshop® files, minimum 72 pixels per inch resolution, saved in JPEG (.jpg), TIFF (.tif) .
 - Vector graphics: Adobe Illustrator files, saved in Adobe PDF format (.pdf) with the fonts embedded.
 - Other formats that are usable (but may have to go through a conversion process) are: Postscript (.eps) created in Adobe Photoshop, Illustrator, or other compatible program; and PDF (.pdf) with fonts embedded .
 - Graphics created in Word, Excel, or Power Point should be converted to high resolution .jpg or .tif files.
 - Do NOT send Corel Graphics files, GIF files, or files created exclusively for web use-these files will not be usable or will be of poor quality.

Submitting the Paper

- Send your paper to proceedings@aalhe.org
- In the Subject please write "2018 AALHE Proceeding Submission", and in the body of the email please identify
 - Your name
 - Position
 - Title of your presentation at the AALHE conference
 - Your contact information including phone and email.
 - Be sure the paper includes the names, titles, email addresses, and institutions of all authors.
- Contact David Dirlam (ddirlam@changingwisdoms.com) for questions about content
- Contact Tracey Romano (tromano@uco.edu) for file format questions or technical transfer problems.