



2011 CONFERENCE PROCEEDINGS GUIDELINES

All papers and presentations MUST conform to the specifications outlined below. Contributed papers that follow the guidelines will be included in the Proceedings and published in ERIC. Submissions from workshares, techshares, or other formats will be included at the Publications Coordinator's discretion, and in consideration of subject, quality, and length. Presentations from workshares, techshares, and other formats will also be posted to the NEAIR website at the Publications Coordinator's discretion.

Collection of ALL papers and presentations will take place on the day of your presentation. There will be a flash drive provided in each room. When you arrive in your room please save your presentation to the flash drive as one of the first things you do.

Format

Please save your presentation in either MS Word or PowerPoint format. This will allow the editor to edit the fonts if necessary to conform to specific guideline for ERIC submission.

Margins and Paragraphs for WORD submissions

Left, right, and top margins must be 1¼ inch. The bottom margin must be 1 inch. Indent five spaces for paragraphs.

Tables and Figures

Include tables and figures as appropriate within the document text, or on the page immediately following their first reference. All material (text, tables, figures, and graphics) must be positioned on an 8½ by 11-inch sheet according to margin specifications. Tables, figures, and graphics may be photographically reduced.

Please note: Tables, figures, and graphics that do not meet specifications as listed will not be included in the proceedings. They will be removed from your paper and replaced with a footnote indicating their availability from the author.

Length

In previous years, the manuscript has been limited to 10 typed, single-spaced pages. However, due to the electronic distribution of the Conference Proceedings in recent years, we are lifting the page restriction for submitted papers (within reasonable limits).

References and Quotations

Please refer to the *Publication Manual of the American Psychological Association* (6th Edition, 2009).

First Page/Title Page

The first page of the text is the title page. Center your identification section and prepare as shown in the sample below:

TITLE (ALL CAPS)
Author(s) Name(s)
Title and Office
College or Agency Affiliation

Double-space after the identification section, return to normal margins, and begin text on the same page.

Other Specifications

Do not use running headers. Do not include appended materials. Proofread all manuscripts carefully. You are responsible for grammar and spelling checks. The Publications Coordinator will not be editing and is not responsible for any editing.

Important Note

If a paper submission has not been appropriately edited or it does not conform to the Proceedings Guidelines, the Publications Coordinator may ask authors to make changes before it will be included.

Paper Submission Methods

At the Conference: We will NOT be accepting paper copies. The preferred submission method is for you to save your paper or presentation on the *flash drive* provided in your assigned room, just before your presentation begins.

Via Email: If you would like to submit your paper/presentation **early (no later than December 2nd, 2011)** please send as an attachment to neair@neair.org. Use Microsoft Word (or translatable) software, preferably in PC format. On a Mac, save the document using a .doc designation. This will ease editing and allow for a uniform appearance to the final document. **Remember, you can also save it to the *flash drive* provided on the day of your presentation.**

Thank you in advance for your cooperation. If you have any questions, please contact the 2011 NEAIR Publications Coordinator, TBA, or Beth Simpson, NEAIR Administrative Coordinator, neair@neair.org, (302) 559-5638.