**ARNA 2019 Conference Proceedings Submissions**

**INSTRUCTIONS FOR AUTHORS**

**Submission Period**: September 1, 2019-March 15, 2020

Please follow these instructions for submitting your article or materials. Each submission content must be submitted along with a completed **A*RNA 2019 Conference Proceedings Submission Form*** and sent as an email attachment to the designated Associate Editor. (See below for the email address.) Information about each item on the form follows, as numbered on the form.

***Submission Form Guidelines***

1. **Presentation Language**

You are invited to present your article or materials in Spanish, English, French, or Portuguese, so please place “x” in the box associated with your chosen language. Note: An abstract is required for *all* manuscripts or presentations regardless of your chosen language. **An abstract is also required in English language so it is internationally available.**

1. **Presentation Title**

In the space provided, please indicate the title of your manuscript of presentation in the chosen language *and* in English.

1. **Author Name(s) and Affiliation in Order of Preference**

List the name(s) of the author(s) and each person’s organizational affiliation in order of preference and in the preferred language. The primary author will be listed first.

1. **Primary Author’s Contact Information**

Indicate the primary author’s name and contact information. We anticipate many submissions so we will limit communication with only the primary author regarding submissions.

1. **Key Words**

Please provide 3 to 6 words that relate to the topic, method and approach in your research. Please do not repeat words that already appear in your presentation title. These key words will help readers quickly find articles and materials they seek.

1. **Submission Type and Content Expectations**

Presentation materials can include any of the following: article, symposium, workshop, poster, ARC meeting summary. Guidelines for the content are as follows.

***Article Presentation:*** Four kinds of articles, papers or reports can becompleted:

1) empirical research, 2) empirical research in progress, 3)

community-based project or initiative report, or 4) a theoretical or

conceptual paper.

**1) Completed Empirical Research Submission**

Includes an abstract, theoretical framework, research methodology or approach to inquiry, findings, discussion or conclusions (including implications). Length: 20-30 pages.

**2) Empirical Research in Progress Submission**

Includes appropriate sections, depending on project status: abstract, introduction, theoretical framework, research methodology or approach to inquiry, and discussion of potential significance. Authors may include preliminary findings, projected conclusions and implications, as appropriate. Length: 10-15 pages.

**3) Community-Based Project or Initiative Report Submission**

Includes appropriate sections, depending on project status: introduction, central issue, context of setting and stakeholders, procedural methods, findings, conclusions, implications and next steps. Length: 5-30 pages.

**4) Theoretical or Conceptual Paper Submission**

Includes an abstract, introduction, theoretical framework, discussion/argument, and implications sections. Length: 20-24 pages.

***Symposium Presentation***Includes a 1-2 page synopsis of the presentation prepared by the assigned session discussant and a 1-2 page summary from each presenter/author and. Attach any figures or tables to the same file. Length: 10-20 pages.

**Workshop Session Summary**Includes a narrative summary of a workshop session. Length: about 2 pages.

**Poster Session Presentation**Includes an abstract and a digital image of the poster. Ideally, submitted as one file (Word, pdf, PowerPoint or multimedia are acceptable). Length: about 2 pages.

**Action Research Community (ARC) Summary**Submissions should be developed by the ARC chair persons and/ or members and include a summary of the session content, all member names and affiliations, and if appropriate, the ARC progress to date and future plans. Length: 2-4 pages.

**Presentation Format**We do not prioritize a particular format style (APA, MLA or Chicago/Turabian), however, we require you to apply your chosen format consistently throughout your submission.

**Submitting Your Materials**

Submit your materials directly to the Associate Editor(s) with your chosen language at the email address provided below.

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| --- | --- | --- | --- |
| **Language** | **Associate Editors** | | **Email:** |
| Spanish | Adriana García  Laura Irene Dino Morales  Miguel Angel Lopez Montoya | | adrigarcia5531@gmail.com  laurisdino@hotmail.com  miguelito@uabc.edu.mx |
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| Portuguese | Maria Assunção Flores | | Aflores@ie.uminho.pt | | |

**Information for Authors**

**Copyright**:

By submitting your materials for the 2019 ARNA Conference Proceedings, you are consenting to have your materials published on the ARNA website with an assigned ISBN number free of charge. We encourage you to publish your work through other venues and ask that you credit the ARNA citation. Please be warned, if you intend to also publish your work elsewhere, review the legal requirements for that publication. Some publishers reject articles and materials that were published elsewhere, so submitting to ARNA might disqualify you from publishing the same materials with them.

**Review Process**

1. Submit your article and materials directly to the Associate Editor for your chosen language via email. Attach the A*RNA 2019 Conference Proceedings Submission Form* and an abstract in English language to the email.
2. Within one week, the editor will acknowledge receipt of your materials and two reviewers will be assigned to consider your work for publication. Their decision and feedback will be sent to you within two months via the Associate Editor.

**Review Decision**

Review decisions will be: 1) Accepted; 2) Revise and Resubmit; or 3) Rejected.

Accepted

Accepted materials do not require major changes and will be published to the ARNA website.

Revise and Resubmit

Revise and resubmit materials are approved for publication, but require more work. The Associate Editor will provide feedback for how to revise and resubmit.

Rejected

Materials are rejected for several possible reasons: 1) the concept is unclear; 2) methodological approach is undeveloped or unclear; 3) there was not enough evidence to support claims or not enough theoretical framing; or 4) context is not adequately presented.