

Submission Guidelines

PROPOSAL SUBMISSION DATES: August 15 to October 10, 2016

SUBMISSION LINK: <https://www.conftool.com/forum2017/>

NOTE: All presenting authors of accepted papers must register for the Forum and present at the assigned time. All papers, abstracts, etc. must be submitted without any identifying information (blinded). Authors should ONLY be identified in fields specifically requesting this information. Accepted papers will be notified by e-mail in early November.

After you set up an account in our online submission system, please follow these steps:

STEP 1: SELECT SUBMISSION TYPE

Please select the appropriate conference track/session type as described below:

CONFERENCE TRACKS

PRACTITIONER INQUIRY: Individual papers and panel sessions may be designated as *Practitioner Inquiry*. This method of inquiry includes practitioner research and uses an inquiry stance to consider and generate local knowledge. Practitioner inquiry in education research includes research by educators (pre-K to higher ed) as well as activists, community organizers, educational leaders, university researchers among others. Practitioner Inquiry Day, held on the Saturday of the Forum, will highlight presentations that use these methods.

TRADITIONAL RESEARCH PAPERS: Traditional individual papers and panel sessions are papers conducted by professional researchers or researchers in training (i.e. graduate students).

SESSION TYPES

INDIVIDUAL PAPERS: TRADITIONAL RESEARCH TRACK (TYPE A) OR PRACTITIONER INQUIRY TRACK (TYPE B) (15 MINUTES): We invite single- or co-authored papers on issues in education, child, and youth studies. Papers must draw upon in-depth ethnographic research. Proposals should describe the research problem, methodology, theoretical framework as well as the paper's argument and its significance to the field. Final analyses, results, and conclusions OR preliminary findings and tentative conclusions (Works-in-Progress) may be submitted. If it is a Work-in-Progress, please include this information in the body of your description.

PANEL GROUP SESSIONS: TRADITIONAL RESEARCH TRACK (TYPE C) OR PRACTITIONER INQUIRY TRACK (TYPE D) (75 MINUTES): Panel proposals should include a statement of the panel topic and descriptions of three or four papers to be presented during the 75-minute slot. The person who submits the proposal will be responsible for submitting all of the information about all of the papers in the panel, so be sure to have this information handy. The proposal should also include information on how each paper approaches the panel topic.

For more information, please visit: www.gse.upenn.edu/cue/forum or email us at: cue@gse.upenn.edu

ALTERNATIVE FORMAT SESSIONS: TRADITIONAL RESEARCH TRACK (TYPE E) OR PRACTITIONER INQUIRY TRACK (TYPE F) (75 MINUTES): Each year, a handful of sessions follow innovative or alternative formats, which do not conform to traditional presentations of research. For example, such formats have included a short film and discussion; a researcher, teacher and students each sharing perspectives on a shared, ongoing project; performance art; or a structured breakout session to promote dialogue on particular issues. Panel proposals should include a statement about the session topic, participants, and the innovative or alternative format/structure to be presented during the 75-minute slot. Any special technical or facility set-up should be highlighted. The person who submits the proposal will be responsible for submitting all of the information about the session, so submitters should have all such information at hand.

DATA ANALYSIS WORKSHOPS (TYPE G) (35 MINUTES): These workshop sessions provide an opportunity for participants to discuss data analysis plans and issues with senior scholars and others attending the sessions. Proposals should include a discussion of the research problem and research questions, the methodology, the nature of the excerpts from interview transcripts, relevant documents, and/or field notes to be considered, as well as potential theoretical or conceptual frameworks for the analysis. Proposals should also provide a clear rationale for why a particular piece of data is important and worth analyzing.

STEP 2: IDENTIFY AUTHOR(S) AND AFFILIATION(S)

Please identify all authors, their contact e-mail addresses and their affiliations. Please ensure that the Organizational Index number matches the Institution/Organization listing. Please note that the titles, authors, institutions, and emails you give here will appear in our program, so it is important to include this information in full.

STEP 3: SUBMIT TITLE AND ABSTRACT

Please enter the title of your paper. The abstract should be a brief (100 word) overview of the work to be presented. Note: this should be submitted **WITHOUT** information that can identify the author(s) or research setting and participants.

STEP 4: IDENTIFY TOPICS, KEY TERMS, NUMBER OF PRESENTERS, AND OTHER REMARKS

Select up to three topics from the available listing. If necessary, enter up to three additional key words that describe the work. All of these terms are used to assist with the review process and the creation of the conference program itself.

If you are part of a group presentation, indicate approximately how many people will be presenting the paper. This helps coordinators with scheduling and room assignments.

Please indicate any particular needs in the remarks section, such as audiovisual equipment needs.

STEP 5: REVIEW SPECIAL INSTRUCTIONS

Please review any special instructions here based upon the Submission Type identified above.

STEP 6: UPLOAD PROPOSAL

A detailed description of the work to be presented should be uploaded as a file (.doc, .docx preferred) including conceptual orientation, data collection and analysis methods, data interpretation, and significance to education (limit 1500 words, not counting references). Selection for the program is based primarily on this description. Please indicate if it is a Work-in-Progress (i.e. offering preliminary findings and tentative conclusions) in the body of your description. Note that this description should be submitted without author identifications. If you cite your own work in the description, please blind the reference by listing “Proposal Author, (year)” instead of a traditional reference. Please remove all identifying information including site and participant details from the proposal.

STEP 7: COMPLETE SUBMISSION

Once Steps 1-6 are completed, click “Upload File and Complete Submission.” If the proposal submitted successfully you will receive an e-mail confirmation within 24 hours which includes your Contribution ID and key information about the submission; retain this for your files.

PROPOSAL EVALUATION CRITERIA

- Significance for education
- Conceptual orientation
- Methodology
- Description and data analysis
- Clarity and quality of proposal

