**Journal Paper Worksheet**

2019 Conference for Global Transformation

**LISTENING FOR FULFILLMENT**

**Submission Deadline**

Submissions are due by midnight U.S. Pacific time on October 1, 2018. You will be advised whether your proposal is accepted by November 18, 2018.

Journal papers provide authors with an opportunity to articulate their transformational research, inquiries, ideas, practices, philosophies, views, work, artistic endeavors, successes or failures on topics related to the theme of the conference as expressed in the *Call for Papers and Other Contributions*.

Use this worksheet to prepare your submission before entering it online as the online form does not offer spell check or provide a word count. This worksheet contains all the fields you will need to fill out to complete your submission online. We suggest you keep a copy of your completed worksheet for future reference.

Submissions must be completed drafts of original work. No outlines, abstracts or proposals will be accepted. Submitted papers are reviewed, with author’s name removed, by an editorial committee.

 **Body of the Paper**

Papers should be submitted in Microsoft Word so that reviewers can make comments and editorial suggestions using the Track Changes function, if needed. The body of the paper, including tables, drawings or photos, should be no longer than 10 pages single-spaced in 12-point font. If using tables or figures, refer to them in the body of the text as Table 1 or Figure 1 and number these items sequentially. Place them at the end of your document. These will be placed as close to the relevant text as possible. Please submit drawings and pictures as JPEG files, separate from your text document.

Landmark jargon and references to particular seminars, experiences or people should be explained or footnoted. Write for a general audience that may not have participated in any Landmark work.

Start with the article title as it will appear in the journal, followed by your name as it will appear in the journal, followed by an abstract (no more than 100 words) that summarizes your entire paper and highlights its main points. Break paper up into sections using topic titles that are on separate lines, bolded and in capital letters. Provide quotes that are attributed to someone using separate lines and indented. This allows the ability to use quotation marks for other self-expressions in the text.

It is helpful to the reader to end the paper with a conclusion or summary.

**References**

Authors are expected to use citations when referencing other publications. References to poets, authors, scientists, historical works, as well as scientific, mathematical or economic terms that may or may not be known to the general public should be footnoted. References to website links are best handled as a footnote and not in the main body of the paper.

Use the MS word “insert endnote” function. Make sure to number endnotes as sequential superscripts. Care should be taken to acknowledge ideas, quotations and other sources that inspired your ideas. See referencing examples below for more specific information.

References should be used wherever possible and listed as (author(s), year) in the body of the text. If there are more than 2 authors, use the name of one author followed by “et al.” Place the attribution at the end of the thought or quote or book or article title. If an author is mentioned as the subject of the sentence, place the year of his or her publication after the name in parenthesis. List references alphabetically at the end of the paper under a section titled, “References.” When there is just a reference to a website, use a footnote rather than listing the website in the references. When you will use a website link to point to an article, see the topic “Other” listed below for an example.

**Examples of referencing style to be used:**

**Book**
Durckheim, Karlfried Graf. The Way of Transformation. Daily Life as Spiritual Exercise. (London: 2001)

**Monograph**
Erhard W, Jensen M, Zaffron S and Granger K. Creating Leaders: An Ontological/Phenomenological Model. Eds. Snook S, Nohria N and Khurana R. The Handbook for Teaching Leadership: Knowing, Doing, and Being. (California: Sage Publications, 2012), 245-262.

**Article**
Nabavi M and Manboub R. A Movement to Belong: The Green Movement as a Site of Citizenship. International Journal of Child, Youth and Family Studies (2013) 3(1):464-474.

**Government Document**
World Health Organization (WHO) Unsafe Abortion: Global and Regional Estimates of the Incidence of Unsafe Abortion and Associated Mortality in 2003, 5th Edition (2007)

**Other**
Erhard W, Jensen MC, Zaffron S and Granger KL. Introductory Reading for Being a Leader and the Effective Exercise of Leadership: An Ontological Model. (2010) (http:/ssm.com/abstract =1585976).

 **Notification of Acceptance**

Authors will be notified of accepted papers by November 18, 2018. Many acceptances will be conditional upon a successful rewrite, based on suggestions by the editorial team. Accepted submissions are edited for publication in the Journal of the Conference for Global Transformation.

**Awards and Presentation**

Author(s) of The Editor’s Choice Paper, as selected by the editorial committee, will receive an award. The author(s) of the winning paper and the two runners-up will be offered the opportunity to present their papers during a breakout session at the 2019 conference. Each presentation will be allocated 15 minutes.

**Journal Paper Submission Form**

Items in standard text below indicate what is printed on the submission form and items in italic text are notes and examples.

**\*** Indicates a required field \* Indicates a required field if there is a second presenter

**Article Title** \*

**Abstract for publication in the journal - no more than 100 words** \*

**Upload your journal article** \*

*MS Word or text file only – no pdfs*

**AUTHOR INFORMATION***Please enter first and last names as you would like them to appear in the conference program.*

**Author Prefix**

Select - None | Ms. | Mr. | Mrs. | Dr. | Rev.

**First Name \***

**Last Name \***

**Email \***

**Confirm Email \***

**Primary Phone Country Code \***

-Select-

**Primary Phone Number \***

**Secondary Phone Country Code**

-Select-

**Secondary Phone Number**

**Skype ID**

**Author's Time Zone \***

-Select-

**Best Time to Call \***

**Is first author registered in 2019 Conference for Global Transformation? \***

Yes | No

**First author biography for publication - not more than 100 words \***

*Please note that copy will be edited down to size if it is more than 100 words.*

**SECOND AUTHOR INFORMATION***Please enter first and last names as you would like them to appear in the conference program.*

**Second Author Prefix**

Select - None | Ms. | Mr. | Mrs. | Dr. | Rev.

**Second Author First Name \***

**Second Author Last Name \***

**Second Author Email \***

**Is second author registered for the 2019 Conference for Global Transformation? \***

Yes | No

**Second author biography for publication- not more than 100 words \****Please note that copy will be edited down to size if it is more than 100 words.*

**Other Information**