**Journal Paper Worksheet**

2020 Conference for Global Transformation

**MAKING A DIFFERENCE**

**Submission Deadline**

Submissions are due by midnight U.S. Pacific time on **October 1, 2019**. You will be advised whether your proposal is accepted by November 18, 2019.

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 original work. Outlines, abstracts or proposals will not be accepted. Submitted papers are reviewed 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, should be no longer than 5000 words. 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 separate JPEG or PNG files and not embedded into the document. The preferred font and font size for submission is 12pt Calibri, but this is not required.

Landmark jargon and references to particular seminars, experiences or people should be explained or referenced as an endnote. Use the endnote function, not the footnote function, if necessary. Write for a more general audience who may not have participated in any Landmark programs.

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 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 referenced as endnotes, not footnotes. References to website links are best handled as an endnote and not in the main body of the paper.

Use the MS word “insert endnote” function if possible 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 referenced with superscript endnotes. It is often wise to name the author or authors in the text. Place the attribution at the end of the thought or quote or book or article title. List references alphabetically at the end of the paper under the heading “References.” When citing a website, name the website in the text but put the URL in an endnote and the date you accessed the website. 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. Allen and Unwin~~,~~ London, 1988.  
Author’s last name, first name. Title. Name of publisher Place of publication, year of publication. If you want, cite specific pages as: 87-90.

**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. Sage Publications, California, 2012, 245-262.

Author/s’ last name first name initial. Title of monograh, editors, if named: Title of Publication, Name of publisher, Place of publication Year of publication, page numbers if applicable.

**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.

Author/s” last name first name initial. Title of Article. Name of publication year of publication, volume number, issue number, page numbers.

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

Name of agency, Title of Publication, Year of Publication, page numbers if applicable.

**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:/ssrn.com/abstract =1585976 accessed Nov. 10, 2010.

**Notification of Acceptance**

Authors will be notified of the editor’s decisions by **November 18, 2019**. Many acceptances will be conditional upon a successful rewrite, based on suggestions by the editorial team. Accepted submissions are then edited by a proofreading team prior to publication to conform to AP Manual of Style guidelines 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 2020 conference. Each presentation will have 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.*

**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 2020 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 First Name \***

**Second Author Last Name \***

**Second Author Email \***

**Is second author registered for the 2020 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**

*Put names, details and biographies of additional authors here.*