

RAISING THE ROOF

Submission Guidelines and Requirements

IDEC East Regional Conference, October 24-25, 2008

Presenters are limited to two submissions. Submit ALL submission items (cover sheet, abstract images, handouts, support documentation) emailed by July 15, 2008 to:

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Direct questions to this address as well.

Cover Sheet	Required for ALL submissions--On the attached cover sheet, list the title of the presentation, submission category, author name(s), school affiliation(s), contact person address, and audio-visual requirements. Make a separate cover sheet for each submission.
Abstracts	Prepare an abstract of no more than 500 words (do not include title and references in word count) for ALL presentation categories. Include title but DO NOT include author name(s) or school affiliation(s).
Formatting	Do not put any format commands except boldface, italics, superscripts, and subscripts in your file. Left justify all type in a single column, single spaced Margins: 1" all around Title in bold - Double space between title and abstract. Text all in regular 11-point type (Arial or Times New Roman)
Notes & References	Must conform to The Publication Manual of the American Psychological Association, 5th Edition or The Chicago Manual of Style. Authors must identify which format has been applied.
Handouts	Teaching Forum Only. Include project outline/statement and/or student handouts— please remove author name(s) and affiliation(s).
Images	For papers, teaching forums and round table discussions, supplemental materials that reinforce the content of the abstract may be submitted either with the abstract or as a separate file. A maximum of six images and/or graphs/tables can be submitted. Image File Format: All images (portrait or landscape) should be 3.25" wide, maximum of height of 4.5". Maximum of 300 dpi. Graphs or tables cannot exceed a maximum of 6.75" wide and 4.5" high, and should be submitted as grayscale at maximum of 300 dpi. Identify the file with Abstract Title and "Supplemental Materials" subheading. No name or institutional identification should appear on this file, in any of the images, or in the individual image filenames. Image quality: You are responsible for the quality of your published images. Please include only those illustrations necessary for a complete understanding of the submission. Permissions and copyrights: You must obtain permissions for use of non-original drawings and photo work in advance.

We reserve the right to edit or decline to publish the images and/or abstracts that don't adhere to the above mentioned guidelines.