



CALL FOR SUBMISSIONS

2016

ACADEMY OF HUMAN RESOURCE DEVELOPMENT 23RD INTERNATIONAL RESEARCH CONFERENCE IN THE AMERICAS

Program Committee

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**Additional information about registration and membership
is available at www.ahrd.org**

Conference Information

The Academy of Human Resource Development (AHRD) exists to encourage the systematic study of Human Resource Development (HRD) theories, processes, and practices; to disseminate information about HRD; to encourage the application of HRD research findings; and to provide opportunities for social interaction among individuals with scholarly and professional interests in HRD from multiple disciplines and from across the globe. AHRD's vision is "Leading Human Resource Development through Research."

Conference: February 18-20, 2016 (Thurs – Sat)

Pre-Conference: February 16-18, 2016 (Tues – Thurs)

Location: Jacksonville, FL

Omni Jacksonville Hotel

245 Water Street

Jacksonville, FL 32202

<http://www.omnihotels.com/hotels/jacksonville>

The 23rd annual conference will include leading scholars and senior-level practitioners reporting their cutting-edge research and theorizing. The program will be comprised of blind, peer-reviewed submissions that offer a diverse range of topics, perspectives, and research paradigms. In addition the conference will include several types of non-refereed sessions that offer excellent opportunities for bringing together conference participants to engage in generative learning through both formal and informal interactions about topics of mutual interest. AHRD is an inclusive organization and invites all those who are interested in the field, no matter where they are on their scholarly journey.

In addition to the information contained in this *Call for Papers*, important details are found on the *Conference Central* link at www.ahrd.org. The *Conference Central* site will be your go-to location for news about conference updates, pre-conference workshops, hotel and travel information, access to the program (available January 2016), and registration. Information about the benefits of AHRD membership—including journals, online networking, Special Interest Groups (SIGS), professional development, awards, and other events, including the conferences in Europe and Asia–MENA—can also be found on the AHRD website.



Submission Tracks

The *Academy of Human Resource Development* welcomes submissions from all academic fields and disciplines that focus on workplace and organizational learning, performance, change, and related issues and challenges.

Conference tracks for 2016 are:

- Workplace Learning
- Organization Development and Change
- International, Global & Cross Cultural Issues
- Leadership and Career Development
- Critical, Social Justice, and Diversity Perspectives in HRD
- HRD Performance and Strategy
- Technology, E-Learning & Virtual HRD
- Assessment and Evaluation
- Research Methods & Foundations in HRD

Track Chairs serve a critical leadership role to ensure the integrity and consistency of the tracks.

Submission Categories

Within each track, authors will assign their submission(s) to one of the following categories. However, the Conference Program Committee reserves the right to reclassify submissions based on reviewer feedback or program time limitations. Examples of submissions for each category can be viewed on the *Conference Central* website (www.ahrd.org).

Refereed Categories

The following three types of submissions are refereed (blind-reviewed). Please be sure to remove all author-identifying information from the uploaded document that is submitted for review, including acknowledgements, since this is the document that the reviewers will be reading. Proposals are judged based on overall quality, innovativeness, and contribution. Full criteria the Reviewers will use will be available on the *Conference Central* website (www.ahrd.org).

In previous years, authors were able to elect to delineate refereed submissions as a *Scholar-Practitioner* submission during the submission process. This delineation is no longer necessary as all manuscripts/abstracts should clearly address a practical problem (i.e., the problem had some genesis in practice or is a potential/partial solution to a significant challenge). Equally important, submissions must include detailed implications not only for research and theory, but also practice. These implications, where applicable, should be logical in terms of the context of practice and detailed enough to guide practitioners to integrate the recommendations into their own practice based on their nuanced understanding of the cultures and needs that comprise that practice, *and* sufficiently evocative to inspire the practitioner to do so. All submissions will be reviewed using a single review form.

1. **Refereed Full Manuscript** (8,000 word maximum, inclusive of references): This is a fully developed, scholarly product sharing completed empirical studies and/or substantive
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theoretical/conceptual works. AHRD is committed to papers representing the majority of the submissions on the conference program; and manuscripts demonstrating theoretical and practical relevance and rigorous methods and results are preferred.

Scheduling in the Conference Program: Up to four individually submitted papers will be grouped together to share a 90-minute session. Individual presenters will be allocated 15 minutes as a part of that session. The session will be facilitated with opportunities for question and answer. Papers that align with the conference theme will be grouped together and will be highlighted in the program as a featured session (as possible).

2. **Refereed Abstract** (2,000 word maximum, inclusive of references): Abstracts for consideration as a refereed presentation can include conceptual/theoretical work, empirical studies, and other research. Abstracts should outline completed work (fully developed ideas, conclusions, findings, etc.) or scholarship that is in the advanced stage of development. Work that is in the early stage of development is not appropriate for this category, and should instead be submitted as an Interactive Roundtable Dialogue (non-refereed).

Scheduling in the Conference Program: Up to six individually submitted abstracts will be grouped together to share a 90-minute session, and abstracts will *not* be scheduled with full manuscript papers. Individual presenters will be allocated 10-15 minutes as a part of that session. The session will be facilitated with opportunities for question and answer. Abstracts that align with the conference theme will be grouped together and will be highlighted in the program as a featured session (as possible).

3. **Refereed Symposium:** These symposia provide the opportunity for a group of authors to submit a pre-defined group of either 3-5 full manuscripts or 3-5 abstracts. Each individual manuscript or abstract must meet the requirements outlined for that type of submission (see above).

In addition to the 3-5 full manuscripts or abstracts, the organizer(s) of the session should submit an additional document (2,000 words maximum, inclusive of references) that briefly outlines the theme of the session, describes each paper/abstract, justifies the relevance or need, and summarizes how the paper/abstract combine to contribute to the advancement of HRD.

Scheduling in the Conference Program: Each Refereed Symposium will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session. Whether the session features refereed manuscripts or refereed abstracts will be clearly specified in the conference program. A symposium that aligns with the conference theme will be highlighted in the program as a featured session.

Non-Refereed Categories

The following submission types are *not* blind reviewed. The reviewers of the proposals for these sessions will see the names of the presenters, participants, and organizers. Proposals are judged based on overall quality, innovativeness, and contribution. The full criteria the committees will use to review these proposals will be available on the *Conference Central* website (www.ahrd.org). Space for each of these types of sessions during the 2016 conference is limited, and we anticipate a *highly* competitive selection process.

All non-refereed sessions will be scheduled in the conference program with the title, a brief description of the session, and a list of the sponsors/facilitators/presenters. *No materials will be printed in the conference proceedings for these sessions.* Organizers of these sessions are invited to provide handouts (at their own expense) in whatever format they wish during the session at the conference to enable the aims of the session (please honor APA formatting for citations and references).

Because these are proposals for sessions (and not manuscripts or abstracts), authors may use business-style formatting for the proposal *or* may format according to traditional APA 6th ed. formatting guidelines. Be sure that each of the requested elements for the type of session is addressed in the proposal (headings are helpful with this). And, if business-formatting is used, please use APA 6th ed. formatting for references and citations.

4. **FOCUS Session:** This format allows the opportunity to offer a session that focuses in-depth on a specific topic area. These may be colloquia, expert panel discussions, or other kinds of session designs that foster scholarly exploration as related to a specific topic.

Sponsor(s) should submit a proposal that provides:

- a) Abstract/description of the panel session (100 words maximum) and keywords that describe the session (maximum of three)
- b) Description of the session (including substantiation of the need for the session; description of the various perspectives offered by each participant/facilitator, and how these fit in the session format and intent; and description of how the session contributes towards the advancement of HRD (3,000 words maximum, including references)
- c) Relevant biographical information for the sponsor and for each panelist, specifically highlighting expertise as related to the focus of the session (200 words maximum per person)

Scheduling in the Conference Program: Each FOCUS session will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.

5. **Interactive Roundtable Dialogue:** The roundtable format is designed for small groups to focus on topics of common interest. The organizer frames the topic, poses guiding questions, and facilitates a dialogue with participants joining the table.

While historically at AHRD, Roundtables have been largely limited to soliciting feedback on “works-in-progress,” we’re hoping to shift this cultural norm going forward. Submissions of all kinds are invited for this category, as these are tremendous spaces to connect with colleagues and engage in in-depth conversation about a specific topic. Creativity and innovation are invited and encouraged! Roundtable proposals that are specifically seeking feedback are on “works in progress” will be indicated as such in the conference program.

Author(s) should submit a brief (no more than 2,000 words, inclusive of references) proposal that provides:

- a) Abstract/description of the Roundtable (100 words maximum) and keywords that describe the session (maximum of three)
 - b) Description that outlines the focus of the Roundtable and the questions that will be explored
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- c) Description of how the Roundtable will be designed to be interactive and foster mutual learning related to advancing HRD practice, research, and/or theory
- d) Relevant biographical information for each author, specifically highlighting expertise as related to the focus of the Roundtable (200 words maximum per person).

Scheduling in the Conference Program: Roundtables typically include 15 minutes of presentation followed by 30 minutes of dialogue and feedback, with author and participants convened around the table. Attendees of these sessions will be able to attend two roundtables in one 90-minute session (each 45 minutes in length). No audio-visual aids are provided, but organizers are welcome to use their own laptop at this session if desired.

6. **Professional Development Workshop:** A Professional Development Workshop (PDW) provides the opportunity for colleagues to share knowledge and expertise that fosters professional development of AHRD members around capabilities to support research, theory-building, and/or scholarly practice. These should be highly engaging and interactive sessions with clearly outlined learning objectives that can be achieved within a 90-minute session. *Note: AHRD will not accept proposals for workshops that include descriptions of commercial products that the presenter is marketing.*

Proposals for a Professional Development Workshop should include:

- a) Title of the workshop
- b) Name(s) of the Facilitator(s)
- c) Abstract/description of the workshop (100 words maximum) and keywords that describe the workshop (maximum of three)
- d) Clearly identified target audience for the workshop
- e) Substantiated need for this workshop for scholars and/or scholar-practitioners
- f) 3-5 page overview of the workshop (clearly outlining the learning objectives, the session's flow and time usage, and the specific ways the workshop will actively engage participants)
- g) Relevant biographical information for each facilitator, especially highlighting expertise as related to the focus of the workshop (200 words maximum per person).

Scheduling in the Conference Program: Professional Development Workshops will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.

7. **Food 'n' Thought:** Food 'n' Thought (FNT) sessions are informal brown bag sessions where participants engage in thoughtful conversations about topics important to HRD researchers and scholar-practitioners. These are designed to be learning spaces that encourage lively dialogue, networking, and community-building.

Proposals for the following categories are invited:

- **Research & Practice:** This category allows for scholars and practitioners to team up and share perspectives.
 - **Research Horizons:** This category creates an opportunity to exchange innovative dialogue on a topic of current or future research interest in AHRD.
 - **Book Club:** This category brings members together to review and engage in dialogue on a **recent** book of interest.
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Proposals for a FNT session must include:

- a) Type of FNT proposed (Research & Practice, Research Horizons, Book Club)
- b) Title of the FNT
- c) Name(s) of the Facilitator(s)
- d) Abstract/description of the FNT session (100 words maximum) and keywords that describe the session (maximum of three)
- e) More detailed description of the FNT session (including focus of the session, its relevance, and how the FNT will be facilitated to actively engage participants) (500 words maximum, including references)
- f) Relevant biographical information for the those involved in sponsoring/hosting/facilitating the FNT, specifically highlighting expertise as related to the focus of the session (200 words maximum per person)

Scheduling in the Conference Program: Food 'n' Thought are 60-minute sessions scheduled during breakfast and lunch times each conference day. No audio-visual aids are provided, but organizers are welcome to use their own laptop at this session if desired.

Formatting Guidelines for Submissions

All submissions must comply with the guidelines outlined in this document to be reviewed for inclusion in the conference. *Any submissions that are not in compliance will not be reviewed and/or accepted.*

Formatting of Both Refereed and Non-Refereed Submissions

- Submissions must comply with the word limits specified in the guidelines as described in the submission categories (above sections). *Submissions exceeding word limits will not be reviewed.*
- Document is saved as a Microsoft Word document (.doc or .docx). *Please do not submit PDF documents (even in final submission in November).*
- Document should be formatted for 8 ½ x 11 paper (with 1" margins).
- All submissions must comply with formatting and writing style standards as defined by the *Publication Manual of the American Psychological Association* (6th ed.), unless the proposal requirements allow for exceptions.
- Citations in text (accuracy of formatting according to APA, remember et al. rules, listing all citations in references, and long and short quotation rules).
- References (accuracy of APA formatting, DOIs included, alphabetized, all references cited in manuscript).
- All tracked changes have been accepted and document is saved without comments or tracked changes.

Additional Formatting Requirements for Refereed Submissions Only

- All author-identifying information has been removed (including information in document file properties).
 - The document should be in Times New Roman font (12 pt.) and double-spaced.
 - Running head according to APA, with page numbers in upper right hand header.
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- Separate title page formatted as outlined in APA (include Title only for blind-review submission – no author identification for manuscripts or abstracts that will undergo blind peer review).
- Abstract page formatted as outlined in APA—including succinct overview and keywords (limit of 3).
- Headings (level 1, level 2, etc., according to APA).
- Tables and Figures (APA labeling format).

Rule of Three

An author can be named on no more than three refereed submissions (manuscripts or abstracts), regardless of the author order. There is no limit for involvement on other conference submissions. Please note that conference organizers prepare the conference program to minimize scheduling conflicts. However, only first authors are usually ensured a conflict-free presentation schedule, and even that is not guaranteed pending the number of submissions past three (refereed).

Presentation Schedule

Authors must be able to present at **any time during the conference** (beginning February 18 at 1:00 and continuing through February 20 at 5:00 p.m.). The presentation schedule as well as presentation guidelines will be available on the *Conference Central* website approximately six weeks before the conference.

Important Notes, Dates and Deadlines

August 24, 2015 11:59 p.m. PDT	Early Submission deadline. <i>Submissions received by this date will (1) receive decision notification two weeks earlier than others (no later than October 2) and (2), if accepted, the first author of that submission (or a designee of that author's choice) will be eligible for a raffle for a 50% discount on conference registration (limited to 5 winners).</i>
September 8, 2015 11:59 p.m. PDT	Final submission deadline for submissions. No extensions granted.
October 2, 2015	Decision notifications for early submissions (all those submissions received by August 24).
October 16, 2015	Decision notifications to authors.
December 4, 2015	Final, camera-ready submissions due and at least one author of submission must be registered for the conference.
January 4, 2016	Call for Session Chair volunteers.
February 18-20, 2016	Conference (with pre-conference activities February 16-18).

1. All submissions must be submitted online on the AHRD website by the dates specified (these dates are *firm* and no extensions will be granted):
 - **Submission system opening date:** July 1, 2015
 - **Early submission closing date:** August 24, 2015, 11:59 pm PDT
 - **Final submission closing date:** September 8, 2015, 11:59 pm PDT.
2. All authors who submit refereed full-paper manuscripts must attest that the submission complies with articles outlined in the *Representation of Authorship and Agreement as to Publication of Materials* form (available on the Conference Central website at www.ahrd.org).
3. Accepted submissions in the refereed categories will be published online in limited release and only conference registrants will have access to the conference proceedings. This is aligned with APA's policy of "limited circulation"; and, thus, AHRD believes this does not interfere with authors submitting their work for publication to a journal in the future according to APA's standards (section 1.09). However, authors should always be transparent with publishers about any prior publication.
4. Accepted submissions will be published only if both of the following two conditions are met:
 - Acceptance of a final, camera-ready submission by the Track Chair by December 4, 2015;
 - At least one author of each accepted submission is registered for the Conference by December 4, 2015.

Questions? Please contact...

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