



CALL FOR SUBMISSIONS

2018

ACADEMY OF HUMAN RESOURCE DEVELOPMENT 25TH 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."

AHRD is celebrating its 25th Annual Conference in 2018!

Pre-Conferences: February 13 – 15, 2018 (Tuesday – Thursday)

Conference: February 15 – 17, 2018 (Thursday – Saturday)

Location:

Richmond, VA

Richmond Marriott

500 East Broad Street

Richmond, VA 23219

<http://www.marriott.com/hotels/travel/ricdt-richmond-marriott/>

The 25th AHRD 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 provide 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 2018), and registration. Information about the benefits of AHRD membership—including journals, on-line 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 this year are:

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

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 acknowledgments, 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 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 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.

For this category, authors will submit a full manuscript for peer review. However, authors will be able to choose whether to publish either an Abstract or the Full Manuscript in the published Conference Proceedings. This determination *must* be explicated upon initial submission:

- If an author wishes to ultimately publish only an Abstract (rather than the full paper) in the proceedings, the author *must* submit an Abstract that follows the AHRD-approved format (see **Appendix A** of the Call for Submissions) along with the full manuscript that will be reviewed. *Both* the full manuscript and the Abstract will be reviewed as a package submission.
- If the author wishes to publish the Full Manuscript in the proceedings, the author should *not* submit a separate AHRD-format Abstract for review. Only the Full Manuscript will undergo peer review.
Note: the author will not be able to change to publishing only an Abstract once reviews of only the Full Manuscript have been completed since the Abstract will not have undergone review.

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.

2. **Posters & Poster Session:** The Poster Sessions were introduced in the 2017 Conference for the first time. AHRD is excited to continue with the poster sessions for the 2018 Conference. Posters offer the opportunity to present data and have substantive discussions with interested colleagues. Poster sessions afford a synchronous interaction between the poster presenter and interested colleagues. The poster format is available as **Appendix B** of the Call for Submissions.

Like all other presentations, poster presentations should represent work that has not been previously reported at a conference. All poster abstract submissions will be peer reviewed.

Submission should be marked as either a research proposal, work in progress, or completed project and should include the following information. Additional formatting details will be available in Appendix B of the Call for Submissions and online on Conference Central.

- Research proposal, work in progress, or completed project
 - Title of proposed poster
 - Abstract of proposed poster (no more than 750 words)
 - The author's name or other significant identifying information should not appear on the cover page and abstract narrative.
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If the poster is accepted, authors will resubmit the poster abstract. Titles of abstracts for the Poster Session will appear in the Conference program and the abstracts will appear in the Conference proceedings.

Scheduling in the Conference Program: Up to four individually submitted posters will be grouped together to share a 90-minute session. 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.

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. Each manuscript must meet the requirements outlined for that type of submission (see above).

In addition to the 3-5 full manuscripts, 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: Refereed Symposiums 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 explicitly specified in the conference program.

Non-Refereed Categories

**** SPECIAL NOTE ****

All proposals for all types of sessions are due on the date outlined in this Call for Submissions.

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 reviewers will use to review these proposals will be available on the *Conference Central* website (www.ahrd.org) by mid-June.

Space for each of these types of sessions during the 2018 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. *There will be no materials 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).

Since 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.

1. **FOCUS Session:** This format allows the opportunity to offer a session that focuses in-depth on a specific topic area. These might be colloquiums, 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: FOCUS sessions will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.

2. **Professional Development Workshop:** A Professional Development Workshop (PDWs) provides the opportunity for colleagues to share knowledge and expertise that fosters the 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.

3. **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 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.

Proposals for an 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. There are no audio-visual aids provided, but organizers are welcome to use their own laptop at this session if desired.

Other 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.
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- 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, DOI's included, alphabetized, all references cited in manuscript).
- All tracked changes have been accepted, and the 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.
- 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). **Note that guidelines for abstracts have changed.** Each manuscript or abstract must meet the requirements outlined for that type of submission. Guidelines for extend abstracts of refereed full manuscripts, and a template are available online at Conference Central).¹
- 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 guaranteed to have a conflict-free presentation schedule.

The Conference Team recognizes that there are circumstances in which authors collaborate on multiple scholarly projects in a given year. As such, these authors who are listed as co-authors on submissions (typically as second, third, fourth) authors, may have interest in submitting their papers to the AHRD Conference in the Americas, because they consider AHRD as their primary academic association “home.” In cases where authors are included on more than three conference submissions, the Conference Team will consider these submissions on a case by case basis. The criteria used for decision making on these special cases can be found in **Appendix C** of the Call for Submission and will be available on the Conference Central website.

Presentation Schedule

Authors must be able to present at **any time during the conference** (8 am until 5 pm February 14 - 17, 2018). The presentation schedule, as well as presentation guidelines, will be available on the *Conference Central* website approximately six weeks before the conference.

¹ Note that a detailed outline of the format of the abstract will be provided on the Conference Central web page. This will ensure consistency, particularly since this is the inaugural year that the conference offers authors the option to **not** have their full manuscripts published in the conference proceedings.

Important Notes, Dates, and Deadlines

September 3, 2017	Final (<i>NO EXTENSIONS</i>) submission deadline for manuscripts
October 14, 2017	Decision notifications to authors
November 30, 2017	Camera-ready submissions due
December 18, 2017	Call for Session Chair volunteers
February 14 - 17, 2018	Conference Dates (with pre-conference activities February 13 -14, 2018)

Critical Notes

1. All submissions must be submitted online on the AHRD website by the dates specified:
 - **Submission system opening date: July 1, 2017.**
 - **Submission closing date: September 3, 2017, 11:59 pm PST.**These dates are firm, and *no extensions* will be granted.
 2. All authors must attest that the submission complies with articles outlined in the *Representation of Authorship and Agreement as to Publication of Materials*. All authors will verify this in the submission system and not on a separate form. The terms of the Representation of Authorship and Agreement as to Publication of Materials is available for review on the Conference Central website at www.ahrd.org.
 3. Accepted submissions or abstracts in the refereed categories will be published online in limited release, and only conference registrants will have access to the conference proceedings. Authors of refereed full manuscripts will submit a full manuscript for peer review. However, authors will be able to choose whether to publish either an Abstract or the Full Manuscript in the published Conference Proceedings. This determination must be indicated upon initial submission. ***Note that this is a change in the conventions established for the 2017 conference and applicable to the 2018 conference as well.*** For the 2018 AHRD Conference in the Americas, authors will have the option to publish an abstract of their full manuscript or their full manuscript. The AHRD Conference Team recognizes that the expectations and requirements of the academic publishing environment are shifting and that some journals and related academic publications have strict policies about compliance with APA standard 6.02, self-plagiarism. Therefore, the decision about whether or not to include a full manuscript for publication in the 2018 AHRD Conference Proceedings is up to each author's discretion.
 4. Accepted submissions will be published if and only if both of the following two conditions are met:
 - Acceptance of a final, camera-ready submission by the Track Chair by November 30, 2017. This includes APA 6th edition compliance as well.
 - At least one author of each accepted submission is registered for the Conference by December 16, 2017.
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Appendix A: Format for abstracts for full manuscripts that are not included in the Conference Proceedings.

Abstracts will be included in the Conference Proceedings in lieu of publishing the full paper. Each submitted abstract should be double-spaced and formatted according to the APA 6th edition completed with a Title Page. The 300 word abstract of the accepted paper and three keywords must be on a separate page. The abstract should have the following components:

- Title Page: include author(s) names, institutional affiliation, title of manuscript.
 - Abstract: provide an overview of your paper, up to 300 words.
 - Keywords: list three keywords
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Appendix B: Format for posters.

Posters offer the opportunity to present data and have substantive discussions with interested colleagues. Posters will be displayed throughout the conference in visible locations. There will also be a designated time for a synchronous poster session in which authors present their posters and exchange ideas with colleagues.

POSTER PREPARATION:

- Each poster presenter will display on a poster board (landscape format) with a maximum dimension of 96in wide by 48.25in tall (8' wide by 4' tall or 2438.4mm wide by 1225.55mm tall). Please prepare all materials in advance. We will not print posters or copy handouts.
- We will provide pins for mounting posters. If you need other materials to attach your poster such as double-sided adhesive tape, please bring these materials with you.
- Access to electrical outlets will *not* be available.

DESIGN CONSIDERATIONS:

- Lettering should be simple, bold, and easily legible from a distance of 4ft (122 cm). Lettering for the title should be at least 1.5in (38mm) high. Under the heading, include the names of authors and their affiliations in smaller lettering.
- In the body text, keep the number of words to a minimum: please remember that this is not a paper. Arrange the elements in a logical sequence: introduction or statement of the problem or issue, objectives of the research or project, methodology used (where appropriate), major findings or outcomes, interpretations or significance of findings or outcomes, and conclusions. Use numbers if necessary to ensure that readers can follow the sequence.
- Illustrations and color will enhance the effectiveness of your presentation. Tables, figures and photographs are encouraged. While you should consider graphic impact, note that simplicity and legibility are more important than artistic embellishments. The background of the poster may be any color, so long as there is a strong light-dark contrast between background and lettering.
- When working on the arrangement of your display on the poster, be aware that it is preferable to align materials in columns rather than rows. Audience members who are scanning posters have a much easier task if they can proceed from the left to right rather than having to skip around in the display.

PRINTING YOUR POSTER:

- Presenters are advised to print their posters and bring them on the plane in travel tubes.
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Appendix C: Policy and Procedures on Exception Requests for Exceptions from the Rule of Three

THE APPEAL PROCEDURE FOR THE RULE OF THREE

As in past years, we will be enforcing a Rule of THREE for the conference. No person may be **associated** as author or co-author with more than three **refereed submissions (manuscripts and posters)** for the 2018 AHRD Conference. This rule does not apply to appearances in pre-conference activities, invited appearances at meetings or special sessions, session chairs, or listings resulting from AHRD officer roles.

The rule serves as a means to ensure broad participation of members. It reduces the likelihood of the program being dominated by a small handful of people and helps ensure that no first author is committed to appear at more than one place at a time.

Appeal for Exception to the Rule of Three Policy

We recognize that there are a few AHRD members who truly are highly productive and/or working in a highly collaborative way that can lead to the need for an author to be included on more than three refereed submissions. The values of AHRD seem to be aligned with wanting to affirm productivity and collaboration rather than punish it. While the “Rule of Three,” is strictly enforced we allow for the consideration of exceptions on a case- by-case basis according to the following protocol:

- 1) An Author shall submit a brief rationale for requesting an exception to the policy to the appropriate Track Chair Editor.
- 2) Upon receiving the request for exception, the Conference Committee will review it based on the following criteria:
 - a) The space availability for additional papers
 - b) The author is not the manuscript’s sole author so scheduling conflicts can be avoided
- 3) Results of the Conference Committee’s review will be communicated to the Conference Program Chair.
- 4) Conference Program Chair will review all available information, including the initial request and may request further information.
- 5) The Conference Program Chair makes a decision to grant or reject the request for exception and communicates that decision to the Conference Committee.
- 6) The Conference Program Chair communicates the decision to the author. This is the final decision.

While this exception process is recommended, the existing policy/practice around scheduling of presentations will remain intact. That is: “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).”

Questions? Please contact:

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