

2023 Annual Conference

Virtual – September 22, 2023

**Deadline for Submission: Tuesday, July 11, 2023 at 11:59 pm EST**

# Preparing the Abstract for Submission

**Style**

* Except modifications specified in this call, follow manuscript style guidelines as specified by the

*Publication Manual of the American Psychological Association* (7th ed.).

* Refer to the Publication Manual (pp. 29 – 49) for manuscript elements and content.
	+ Omit manuscript elements listed in sections 2.2, 2.3, 2.13, and 2.14.
	+ Do not include a cover page or appendices.
	+ Turn off all hyperlinks of URL references.

# Submission Structure and Content

* Typeface: Times New Roman with 12-point font size, standard character spacing
* Line Spacing and Margins: Single-space between all text lines of the manuscript; double-space between paragraphs, heading and text, and table and text; use uniform one-inch margins.
* Word Limitations:
	+ Paper titles are limited to 15 words or less
	+ Paper abstract is limited to 150 words or less
	+ Papers are limited to 2000 words or less
		- Submissions will be removed from consideration if the paper exceeds the word limitations.
* Suggested Sections: Introduction and/or theoretical framework and/or review of literature; purpose(s)/objective(s); methods/procedures; results/findings, conclusions and/or recommendations and/or importance and/or implications, references, and tables/figures.
* Body of the Manuscript: Begin the body of the manuscript immediately following the abstract
	+ Main headings should be bolded and centered.
	+ Paper must contain no author identification.
	+ References, tables, charts, graphs, images, and figures should be added to the end of the document and are not included in the word count.
	+ Tables must be prepared using the “Table” function in Microsoft Word.
	+ DOI Numbers must be included in references, if available.
* The manuscript should be prepared for masked review.
	+ Information that would identify the author(s) and/or university should be omitted and replaced with [brackets].
	+ Remove hidden data and personal information by inspecting documents. Refer to <http://goo.gl/j077t> for additional information.

# Submission Procedures

* Submit one Microsoft Word file (.doc or .docx) to the [VERA Submission System](https://veraeducation.com/conference-proposals)
* At least one author must be a current dues-paying member of VERA at the time of submission. Papers not meeting this requirement will not be reviewed.

Questions when submitting a manuscript: contact Natalie Ferand (nferand@vt.edu) or Marcus Johnson (marcusjohnson@vt.edu)