

2024 Annual Conference

The Distinguished Paper Award

# 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)
* image2.pngAt 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)