The African-American Child in School

Conference Proceedings of the Conference on Research Directions

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Conference on Research Directions

Aim & Scope

The biannual *Conference on Research Directions* (CORD) is a multidisciplinary meeting for researchers and educational practitioners that focus on methodological advances, research in progress, issues in conducting research, innovative approaches to combining methodologies, and controversial topics in African American education. All authors accepted to present at CORD have the opportunity to submit their conference presentations in the form of a manuscript for publication in the conference proceedings. Acceptance to present at CORD does not guarantee a manuscript's publication in the conference proceedings. All CORD Conference Proceedings articles are subject to a stringent process of review by the Editors or at least two members of our Editorial Advisory Board. Manuscripts deemed suitable for possible inclusion in the Proceedings then go through a careful process of editing and proofing before being considered for final publication.

The publication activity of ISAAC is overseen by the CORD Publications Committee, an administrative body comprised of ISAAC members that serves to monitor and ensure prompt and economical dissemination of information to serve ISAAC's membership and the African American educational community at large as well as to enhance the reputation of ISAAC as a research institute.

Manuscript Types

There are four categories of manuscripts:

1. Empirical (quantitative or qualitative);
2. Applied Research Papers – research that offers insights not only for academics, but also for educational practitioners and relevant government policy-making bodies;
3. Conceptual/theoretical thought provoking papers that challenge current thinking and practice and propose new approaches and models for application;
4. Case Studies that focus on the detailed examination of specific educational contexts and models.

Conference Manuscript Categories

There are six categories of Conference Presentations. **Conference presenters will receive a review process for their manuscripts based upon the category of their presentation. They should designate the preferred stringency of the review of the manuscript upon submission on the CORD Conference Proceedings Manuscript submission form**

I. **Refereed Paper**

Refereed Papers are those that are written with the intention of being published in an educational journal subsequent to the conference, and therefore the review of their paper will be conducted through a blind-review process.

Refereed Papers can be submitted as either a **RESEARCH Paper** (describing research into aspects of African American education) or a **DISCUSSION Paper** (review of relevant literature and/or discussion of innovative education practice or programs).

In consideration of the resources of ISAAC that are devoted to conducting the review process and providing guidance for revisions, *African American Learners (AAL)* **has the right of first refusal over publication of conference presentations at ISAAC sponsored meetings.** Authors seeking publication elsewhere must apply for a waiver from the CORD Publications Committee at the time their manuscripts are submitted by specifying reasons for their alternate publication choice.

The author/s of a conference paper may also submit their paper for publication in *AAL*. **If a**

conference-refereed paper is selected for publication in *AAL*, only the abstract of the paper will be published in the conference proceedings.

Refereed papers have an earlier submission deadline. There will be no deadline extensions for the Refereed Paper process.

II. **Paper Presentation ("Non-Refereed")**

Paper presentations are those that are presented at the conference, not written for being immediately published in an educational journal but also feature research of the author(s) or a discussion relevant to African American education. The full paper will not undergo a blind review process and will rather be included in the online Conference Proceedings as a Paper Presentation.

The author/s of a conference paper may also submit their paper for publication in *AAL*. **If a conference paper, after blind review and revisions, is selected for publication in *AAL*, prior to the publication of the Conference Proceedings, only the abstract of the paper will be published in the conference proceeding.**

III. **Panel Session**

Panel sessions must have at least two panelists and a prepared presentation. Abstracts of panel presentations will be included in the Conference Proceedings. A Full Paper can be submitted for a Panel Session. However, the full paper will not undergo a blind review process and will rather be included in the online Conference Proceedings as a Paper Presentation.

IV. **Workshop session**

Workshop Sessions are research based interactive sessions during which there are intermittent discussions and Question & Answer periods throughout the allotted time slot. Workshop facilitators are encouraged to bring handouts, use flipcharts, use PowerPoint slides, create small group tasks and so forth, to facilitate discussion and interaction within the group.

A Full Paper should NOT be submitted to the Conference Proceedings for a Workshop Session.

V. **Roundtable Discussion/Academic Salon (Multiple Presenters)**

This is a discussion-based, roundtable format session. Presenters should select a topic around which to focus his/her session and should be prepared for an interactive, discussion-based session with no formal presentation of a paper. Presenters are encouraged to bring handouts, use flipcharts, and not bring copies of a formal paper. The presenters should both share and gain information during this session.

Academic Salon presenters will be paired with one, two, or three presenters of the same topic.

Roundtable Discussion/Academic Salon Topics:

1. Research related to African and African American Education
2. Internationalization & Globalization of Education Programs of the African Diaspora
3. Innovative Partnership/Pedagogical Models for African and African American Education Programs

Round Table Discussion/Academic Salon Guidelines:

No PowerPoint presentations are allowed for this session type. A Full Paper should not be submitted for a Roundtable/Academic Salon Session.

VI. **Poster Presentation**

A Full Paper should NOT be submitted for a Poster Presentation. A 50 – 250 word abstract will be published in the Conference Proceedings.

Authors can select to have their poster published in the Conference Proceedings by reformatting the content (an 8.5" or 11" format of your choice) to fit on 4-5 pages. If you displayed a large-size single-page poster, please do NOT send it in that format for the Conference Proceedings.

All Presenters Must Register to be included in the Program and in the Conference Proceedings.
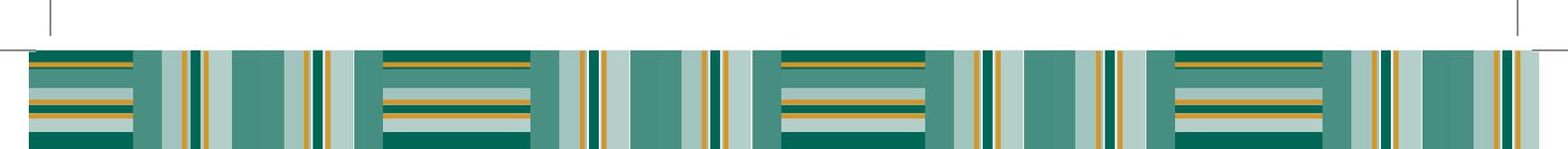
Submission Guidelines

Manuscript Preparation

There is no restriction on the number of figures, tables or additional files, e.g. video clips, animation and datasets, that can be included with each article online. Authors should include all relevant supporting data with each article. All pictures, figures, tables and illustrations should be centered between the margins without any text flowing around them. All manuscripts should be camera ready. Do not start a new page for new sections (chapters) or subsections. Do not insert page numbers. Also, note that no form of running heads is allowed.

Manuscript Length

Manuscript lengths will vary in accordance with the type of submission. Below are the page limits for each manuscript category.

Full-length manuscripts reporting results of a single **empirical quantitative** study generally should not exceed 20 pages total of text (excluding cover page, abstract, text, references, tables, and figures), with margins of at least 1 inch on all sides and a standard font (e.g., Times New Roman) of 12 points (no smaller). The entire paper (text, references, tables, etc.) must be single-spaced.

Reports of **empirical qualitative** studies and **conceptual or theoretical** manuscripts generally should not exceed 25 pages. For papers that exceed these page limits, authors must provide a rationale to justify the extended length in their cover letter file (e.g., multiple studies are reported). These manuscripts should also be single spaced and have margins of at least 1 inch on all sides and a standard font (e.g., Times New Roman) of 12 points (no smaller).

Case Studies and applied research articles that are written for scholars and practitioners should not exceed 12 pages, double-spaced in length including references and tables. Images are not included in the page count. Teachers and administrators find articles 3-9 pages in length most useful and such articles tend to be published more quickly. Use pseudonyms in place of real names.

We encourage authors to include informative, interesting visuals (e.g., high-resolution photographs, children's work samples, charts, graphs) that enhance the content of the article and promote understanding. This is not a requirement. Photographers must obtain and keep model releases for all recognizable people in each photo (signed by all adults who appear in the photo and by the parents or legal guardians of all of the children photographed.) Visuals should be uploaded as a part of the manuscript submission. Do not include them in the body of the article.

Papers that do not conform to these guidelines may be returned with instructions to revise before an editor review is initiated.

Typeface, Size and Headings

Use a typeface with serifs for all levels of headings. Times or Times New Roman fonts are recommended. Leave sufficient space for the title to stand out clearly. Leave two lines blank above and one line below the headings. If a heading is directly followed by a lower level heading, the two blank lines before the lower level heading should be omitted. First words for all headings should be capitalized (i.e. all words except for short connectives should have a capital initial). The title should be centered between the margins, all lower headings should be formatted as described below.

The sixth edition of the APA Publication Manual brings a new way of doing headings[1]. The updated headings style should make headings easier to understand, implement, and see in your finished paper. Here are five essential things you need to know:

1. APA has designed a five-level heading structure (we numbered them to talk about them, but you will not actually number your headings in your paper).

APA Style Headings: 6th Edition

Level	Format
1	**Centered, Boldface, Uppercase and Lowercase Heading** Then your paragraph begins below, indented like a regular paragraph.
2	**Flush Left, Boldface, Uppercase, and Lowercase Heading** Then your paragraph begins below, indented like a regular paragraph.
3	**Indented, boldface, lowercase paragraph heading ending with a period.** Your paragraph begins right here, in line with the heading.[a]
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** Your paragraph begins right here, in line with the heading.
5	*Indented, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the heading.

[a] For headings at Levels 3–5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper nouns and the first word to follow a colon).

2. Proceed through the levels numerically, starting with Level 1, without skipping over levels (this is in contrast to the 5th edition heading style, which involved skipping levels depending on the total number of levels you had—how complicated!).
3. That first heading will not be called "Introduction" or be the title of your paper; these are common mistakes. Actually, the first heading will likely be somewhere in the body of your paper. In an experimental study, for example, often the first real heading is the Method section, and it would thus go at Level 1.
4. Use as many levels as necessary to convey your meaning. Many student papers and published articles utilize two or three levels. Longer works like dissertations may demand four or five.
5. Need more guidance? Consult the Publication Manual (Chapter 3, Section 3.03) for more examples and explanation. Also look at published APA articles to see how it's done—

Manuscript Submission Instructions

Please submit electronic files using MS Word (Windows Vista users, please save your files as an earlier ".doc" file type). Each submission should consist of a cover letter file and manuscript title page file. The cover letter file should contain a request for review of the manuscript and a statement of the purpose and focus of the submitted paper. Cover letter files should also include the following information:

- Manuscript title and all author names, affiliations, mailing addresses, and e-mail addresses
- Designation of one author as the primary contact
- Short biographical paragraphs of each author and any acknowledgments
- Manuscript submission date
- The author(s) will confirm that the manuscript (or any part of it) has not been published previously or is not under consideration for publication elsewhere.
- Furthermore, any illustration, structure or table that has been published elsewhere must be reported, and copyright permission for reproduction must be obtained.
- The **CORD Conference Proceedings Manuscript Submission Form** must be submitted through the website as a second page of the Cover Letter. The Manuscript Submission Form can be downloaded from the ISAAC web site at: **www.isaac.wayne.edu/research/CORD** conference proceedings.
- On the Submission form the author/s will indicate of the type of manuscript (e.g., empirical (qualitative or quantitative, applied research, conceptual/theoretical, or case study)
- On the Submission form, the author/s will indicate the category of presentation and the level of review requested (e.g., blind peer review or edited Conference Paper).
- On the Submission form, the author/s will indicate whether, based upon the category of presentation whether a full paper or abstract is being submitted for the Conference Proceedings.

For refereed manuscripts, every effort should be made by the author to see that the manuscript title page file contains no clues as to the author's identity. Footnotes containing information pertaining to the identity of the author or institutional affiliation should be on separate pages. Manuscripts, including references, must be single spaced throughout and must conform to guidelines given in the *Publication Manual of the American Psychological Association* (APA), 6th ed., 2010.

Text Organization

For refereed papers, the manuscript file should begin with a title page, omitting the author's name and affiliation but including the title and the date submitted. Following the title page should be a 300-500 word abstract and 4-8 keywords. The main text should begin on a separate page and should be divided into separate sections. The **Introduction** section should follow and precede, in order, the **Methodology**, **Results**, and **Discussion** sections for empirical reports. Following in order should be note pages, **References** (entries single-spaced and alphabetically listed), appendices, tables, and figures. Table and figure locations should be embedded in the text. Figures must be camera ready.

For Applied Research and Case Study papers, the manuscript should be divided into **Title Page**, **Abstract** and the **Main Text**. The text may be subdivided further according to the areas to be discussed, which should be followed by the **Acknowledgment** (if any) and **Reference** sections.

Manuscript Sections for Papers

Title: The title should be precise, brief and should not be more than 120 characters. Authors should avoid the use of non-standard abbreviations.

The title of a paper consists of the title itself, first word capitalized (all words except for short connectives (articles, conjunctions and prepositions) should start with a capital letter), unnumbered and centered between the margins. Use a serif typeface (e.g. Times or Times New Roman), 14-point bold font for the title. There should be no title page. The body of the paper should begin immediately after the title and author text.

Leave two blank lines after the title and then give the name and affiliation of each author including title, department, institution, country (if outside of the United States) and email address centered between margins. Multiple authors should be delimited by a single blank line. Use a serif typeface (e.g. Times or Times New Roman), 10 point. Leave at least three blank lines after the last author. Please do not put any acknowledgments or thanks here, but place them in the optional Acknowledgment section (described below) at the end of the document.

Center your identification section and prepare as shown in the sample below:

TITLE (Main words begin with capital letters) (14 pt.)

Author(s) Name(s) (10 pt.)
Title and Department (10 pt.)
College or Agency Affiliation (10pt)
Email address

Double-space after the identification section, return to normal margins, and begin text on the same page.

Abstract: The abstract should be 300-500 summarizing the essential features of the article. The use of abbreviations should be reduced to a minimum and the references should not be cited in the abstract. Indent 2 cm or ¾" from left and right margins for abstract. Skip 2 lines before and after abstract. Start the abstract with the sequence "Abstract" (without the quotes) in 10 point bold-face without a line break after "Abstract."

Keywords: Please provide 4-8 keywords in alphabetical order for articles submitted for refereed articles.

Running Text: Use a typeface with serifs for running text. It is recommended to use Times or New Times Roman. Use 12-point type size and one line spacing for normal text and 10-point type size for small text (abstract, literature references and acknowledgments). Use italic print to emphasize words. Note: bold type and underlining should be avoided. The text should always be justified to occupy the full line width, so that the right margin is not ragged. All text should be single-spaced.

Tables and Figures: Include tables and figures as appropriate within the document text, or on the page immediately following their first reference. All material (text, tables, figures, and graphics) must be

positioned on an 8 ½ 11-inch sheet according to margin specifications. Tables, figures, and graphics may be photographically reduced.

Please note: *Tables, figures, and graphics that do not meet specifications as listed will not be included in the proceedings. They will be removed from your paper and replaced with a footnote indicating their availability from the author.*

Literature References: Start the literature references with the first level header "References" (see Headings below for a detailed description of the first level header format).

Acknowledgments: This is an optional section. Acknowledgments or appreciations to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article after References. Financial support for work reported or a grant under which a study was made should be noted in the Acknowledgments. Start the acknowledgments section with the sequence "Acknowledgments" in 10-point boldface, left justified, followed by a single blank line.

Checklist: Please use this checklist to ensure that the guidelines are followed:

- o Paper size must be letter sixe: 8.5 x 11
- o Margins must be 1inch
- o Format with Font Face Times or Times New Roman
- o Font Size of running text must be 12 pt. (except paper Title is 14 pt.; author (s) name (s) and title (s) abstract, references, acknowledgements, should be in 10 pt.))
- o Paper Length must be followed
- o Do NOT use running HEADERS or FOOTERS
- o Do NOT use PAGE NUMBERS
- o Must INCLUDE an ABSTRACT
- o References, graphics and tables do not count toward total pages count
- o Proofread all manuscripts carefully for content, grammar and spelling. If a paper submission has not been appropriately proofread or does not conform to the Proceedings Guidelines, the Editors may ask authors to make changes before it will be included.
- o Follow guidelines according to the Publication Manual of the American Psychological Association (6th Edition, 2010) for References and Quotes

Submission Deadlines

To ensure the timely release of the CORD Conference Proceedings, the established timeline must be followed closely. For this reason, no extensions will be granted.

Post-Conference Publication

The editors will review and edit the manuscripts and then deliver the manuscripts to ISAAC within five months of the conference.

Timeframe/Activity

January 15 ....
    Abstract acceptance decision made
    Authors are sent manuscript solicitation and
    submission instructions
May ....
    Conference is held
May – June 30 ....
    First drafts of papers are submitted through
    the ISAAC web site

May 30 ....
    Refereed papers have an earlier submission
    deadline. There will be no deadline
    extensions for the Refereed Paper process.

June 15 – July 30 ....
    Editors review content and format and
    request corrections as needed

August 15 ....
    Final drafts of papers are submitted through the
    ISAAC web site.

August 15 – September 15 ....
    Editors review final draft submissions/final
    editing/final re-submission
    Two weeks after submission deadline, editors
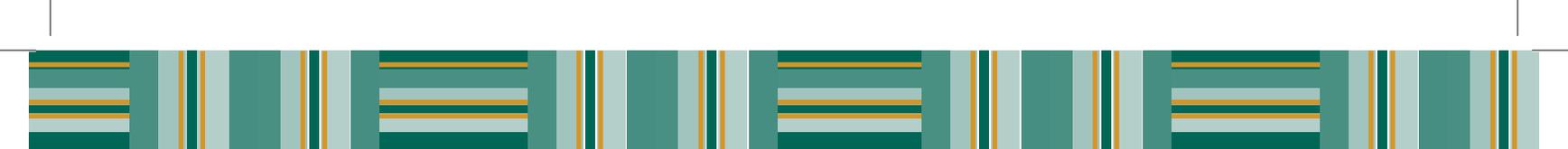   arrange accepted papers into sessions

October 15 ....
    Editors forward manuscripts to the Conference
    Proceedings Managing Editor for online
    publication

November 15 ....
    Proceedings available online on ISAAC
    web site
    Publication release date to occur not more than
    six months after the conference where their
    presentations were held

Submit a Manuscript

Once the user clicks onto the Submit a Manuscript Tab, a page appears with the following:

- ■ To submit a manuscript or proposal, click on the "Submit a Manuscript" link below.
- ■ Before you submit a manuscript for the Conference Proceedings, please review our **Conference Manuscript submission** guidelines.
- ■ Be sure that you attach the Cover Letter File (with CORD Manuscript Submission Form attached) and the Manuscript File as two separate attachments.

- ❖ Click *here* to submit

A successful electronic submission of a manuscript will be followed by a system-generated acknowledgment to the principal/corresponding author immediately following submission of the manuscript.

Automatic Receipt for submission

Thank you for submitting an article for publication in the **CORD Conference Proceedings**. Once the manuscripts have been peer reviewed, the editors determine one of the following as the next step:

- • Accept the manuscript.
- • Ask the author(s) to make revisions and resubmit.
- • Advise the author that the manuscript is not accepted.

For articles that go forward, authors will submit revised articles, along with a summary of what the author did to address the reviewer's feedback through the **Conferences** function on the ISAAC /AAL web site.