

Final Accepted Paper Submission Guidelines

All final papers for the published conference proceedings will be due March 26, 2018, Noon Central Time (no extensions)

Authors whose proposals are accepted will be notified of the specifications for preparing and submitting papers at the time of acceptance.

Papers: If your paper is selected for presentation, you will be responsible for submitting a formally written six (6)-pages (single-spaced, typed) paper for inclusion in the conference proceedings. Such papers must be received by **March 26, 2018, Noon Central Time (no extensions)**. Papers received after this date will NOT be included in the conference proceedings.

Should unforeseen circumstances prevent you from attending, it is your responsibility to contact the AERC steering committee at infoaerc@ksu.edu.

Research Roundtables: If your roundtable proposal is accepted, you will be responsible for submitting a formally written two (2)-pages (single-spaced, typed) summary for inclusion in the conference proceedings. This summary must be received by **March 26, 2018, Noon Central Time (no extensions)**. Summaries received after this date will NOT be included in the conference proceedings.

Should unforeseen circumstances prevent you from attending, it is your responsibility to contact the AERC steering committee at infoaerc@ksu.edu.

Symposia: Only the organizer will be notified of the acceptance of a symposium and is responsible for notifying other participants. If the symposium proposal is selected, the organizer is responsible for submitting a formally written eight (8)-pages (single-spaced, typed) paper for inclusion in the conference proceedings. Such papers must be received by **March 26, 2018, Noon Central Time (no extensions)**, or the symposium will not be included in the conference proceedings.

Should unforeseen circumstances prevent you from attending, it is your responsibility to contact the AERC steering committee at infoaerc@ksu.edu.

How to Submit

1. Go to "My Account" on <http://newprairiepress.org/aerc/> and log in with your email address and password;
2. Under "Events," click on your proposal title;
3. On the next screen, select "Revise event" (See the panel on the left)
4. On the form, under "Full Paper," select "Upload file from your computer" to upload your full paper.
5. Select "Submit" button to complete your full paper submission.
6. If your submission is successful, you will see the following message: *"You have successfully revised: your proposal title"*.
7. If your submission is successful, you should also receive a confirmation email that begins with *"This is an automatically-generated note to inform you that "your user name" <your email address> has submitted an update to MS #your proposal number, "Your Proposal Title," in Adult Education Research Conference."*
8. If you do not find this email in your inbox within a few hours, check your junk mail or other boxes for this confirmation email.
9. If you do not receive this automated confirmation email, you can log into your account, click on your proposal title to review your "revision history". There, you should be able to see your full paper uploaded and preview the document.
10. Don't hesitate to contact us at infoaerc@ksu.edu if you have any questions.

See video tutorials: <https://youtu.be/EVlaVxIm2Hw>