



Religious Education Association

An Association of Professors, Practitioners, and Researchers
in Religious Education

Proposal Submission Deadline: 1 May 2014

2014 Guidelines for Submitting Proposals

Step 1: Determine the type of proposal

Once you have an idea of a topic that interests you, determine which type of proposal you wish to submit. There are four types of presentations at the annual meeting.

Research Interest Group (RIG). A finished paper of publishable quality is presented and discussed among a group of conference participants. If your proposal is accepted, the **final paper** must be submitted by **15 September 2014** in order to be posted in the REA Annual Meeting Proceedings. Please see instructions under Step 2.

Colloquium. Emerging research, research-in-progress that may lead to a publishable paper, or current practices and programs is presented to and discussed among a group of conference participants. Since this format is less formal than the presentation of a paper, conference participants come to hear a presentation and then are led in discussion. An **outline** of the session must be submitted by **15 September 2014** to be posted in the REA Annual Meeting Proceedings. Please see instructions under Step 2.

Workshop. A highly interactive session is facilitated providing conference participants with scholarly and practical resources or approaches for practices of religious education. These sessions may increase awareness or enhance performance of specific religious education practices. The contexts for these practices may include faith communities, classrooms, or other settings. While workshop materials will not be included in the REA Annual Meeting Proceedings, an **outline** of the workshop must be submitted by **15 September 2014**. Please see instructions under Step 2.

Posters. A presentation using words, graphs, charts and/or tables on a poster (space 90 cm wide and 120 cm high) for display and discussion during a particular timeslot at the conference. May use digital media presented on the author's own laptop. This presentation will allow the author to meet and speak informally with interested participants pertaining to research done, still continuing, or in preparation, thus stimulating the exchange of ideas and networking opportunities. This format offers an opportunity for both established and newer researchers.

Step 2: Write your proposal

The proposal begins with a précis of approximately 150 words. You then have an additional 1,000 words to make the case for your proposed presentation. Please craft your proposals according to distinct and labeled sections indicated for each type below. Please keep proposals to ONE SINGLE PAGE—single-spaced, double-sided.

For RIG papers: (after 150-word précis)

- a. Main points;
- b. Methodology (e.g., literature-based, qualitative or quantitative research, historical, or insights from our community of practice); and
- c. A selected bibliography of primary sources grounding your work.

For colloquia: (after 150-word précis)

- a. Main concepts/issues;
- b. Methodology for addressing the topic;
- c. Sources grounding the presentation; and
- d. The status of the research at the time of the proposal.

For workshops: (after 150-word précis)

- a. The main concepts/issues, and/or practice(s) being addressed, the context of those practices (e.g., faith community, higher education, wider community, schools);
- b. An outline of the interactive workshop (sequence of topics and delivery methods); and
- c. Resources to be presented and/or used.

For posters: (after 150-word précis)

- a. Description of materials/mediums/methods for presentation, and the research process, results, conclusions to be presented;
- b. Description of how you think the mode/medium would engender discussion, and/or what topics of conversations you anticipate from interested participants; and
- c. Core references.

Step 3: Submit your proposal

Proposals must be submitted by **1 May 2014**. All proposals must be submitted through the REA website. Proposals sent by other means will not be considered.

Instructions for submitting online proposals through the REA website

- Go to <http://www.religiouseducation.net/meetings>
- Select the 2014 Annual Meeting
- Once you are on the 2014 Annual Meeting Conference website, select "Proposal Submission"
- This is the 2014 Annual Meeting Proposal page; it is important that you complete all applicable fields
- After filling in your information and uploading your 1,000-word proposal on the next page, click the SUBMIT button at the bottom of the page. Please click the SUBMIT button rather than using your RETURN key.
- In order to ensure anonymity during the review process, please do not identify presenters, authors, or institution in the proposal field box.
- Submission form must be completed in full at time of submission. Please do not start the submission process until you are ready to submit your proposal for review.
- After you have successfully entered ALL required information you will receive a confirmation page listing data you supplied in the appropriate fields. If you do not receive a confirmation page, your proposal has not been submitted successfully.
- **Note: Presenters must have a current membership and be registered for the meeting.**
- For additional questions about Call for Papers please contact **Dr. Ted Brelsford** via email at theodore.brelsford@emory.edu.
- For technical questions regarding the online submission process please email tech support at rea2014@religiouseducation.net.
- Please note: Proposals submitted in any other format (such as email attachments) will not be accepted for review.

Step 4: Wait for notification of acceptance

Notification of your proposal's acceptance status to the Annual Meeting program will be sent by Monday, **16 June 2014**.

Participation requirements at the Annual Meeting:

You do not have to be a member of REA to submit a proposal. However, if selected to present, presenters must hold a current membership as well and be registered for the meeting by **15 October 2014**.

Persons may submit no more than two proposals in response to the Call for Papers.

Audiovisual Requests:

The REA recognizes the importance of using digital equipment during presentations. However, costs for renting this equipment at a hotel are prohibitive. We encourage participants to bring and share a personal or departmental LCD projector and laptop. Alternatively, analog equipment such as overhead projectors, etc., is available to rent at the participant's cost. There is a place to note your audiovisual needs in the proposal submission form.

Step 5: Submit completed papers or outlines

RIG Papers

Completed Research Interest Group (RIG) papers for the program must be received in electronic format ('doc' or 'pdf') by the **Executive Secretary Lucinda Huffaker** (reaappre@msn.com) **no later than 15 September 2014**.

PAPERS NOT RECEIVED BY THAT DATE WILL NOT BE INCLUDED IN THE PROCEEDINGS AND WILL BE CANCELED FROM THE ANNUAL MEETING PROGRAM.

Unless otherwise requested, all papers will be posted on the website prior to the meeting. Proceedings will be distributed to participants as they register at the meeting.

By **12 January 2015**, RIG papers that were presented at the meeting may also be revised and submitted to the Call for Papers Committee, which will act as a peer review jury for the conference issue of the journal *Religious Education*. Selected papers are recommended for possible publication and sent to the editor of the journal, who then makes the final selection. RIG presenters will receive a copy of the Guidelines for Contributors. Your paper must be no longer than 3000 words (plus references), single-spaced, 12 point, Times New Roman Font, 1" margins all around.

Colloquia, Workshops, and Posters Outlines

By **15 September 2014**, presenters of Colloquia, Workshops, and Posters are required to submit an outline of the main concepts/issue, the methodology, and the primary sources grounding the presentation for posting on the website.

This outline should be confined to 2-pages single-spaced, 12 point, Time New Roman font, 1" margins all around, and must be received in electronic format ('doc' or 'pdf') by the **Executive Secretary Lucinda Huffaker** (reaappre@msn.com).

OUTLINES NOT RECEIVED BY THAT DATE WILL NOT BE INCLUDED IN THE PROCEEDINGS AND WILL BE CANCELED FROM THE ANNUAL MEETING PROGRAM.

Unless otherwise requested, all outlines will be posted on the website prior to the meeting. Proceedings will be distributed to participants as they register at the meeting.

Questions?

For questions about the Call for Papers, please write to:

Dr. Ted Brelsford

Chair of the Call for Papers Committee

theodore.brelsford@emory.com

