



## GENERAL GUIDELINES FOR PROPOSAL SUBMISSIONS

### *I. Criteria for Abstract Submission*

- Abstracts should contain max. 300 words
- Abstracts should conform to the formal structure containing at least the research topic, research design, key findings, and, conclusions.
- Abstracts should be written in ADA Abstract submission [form](#).
- Connection of research and national educational strategy is clearly articulated

### *II. Criteria for Full Paper Submission*

Full paper must contain 3000 up to 4000 words, excluding cover page and a list of references. Your full paper should be saved as a Microsoft Word-compatible file. Text should be formatted for A-4 paper, 1.5 line-spaced at Times New Roman, 12 points, with one-inch margins and left justified. It is recommended to follow American Psychological Association (APA) guidelines<sup>1</sup> or those of Higher Attestation Commission under President of Azerbaijan<sup>2</sup>. Your submission should contain the following:

- Name, institute affiliation, mailing address, and email address for all authors
- Paper title
- Abstract
- Keywords
- Introduction
- Body of paper
- Tables, figures, etc. in their proper position in the paper (if applicable)
- Conclusion
- Brief biography of each author (one paragraph, no more than 100 words)
- References

All tables, graphs, and pictures associated with your submission must be included with the main text in a single document.

**Important note:** Because submissions go through a blind review process, please exclude any information that might identify the author(s) from your proposal.

### *III. Criteria for Evaluation of Submissions*

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<sup>1</sup> Please visit the link for the full APA guidelines for submissions in English **APA guidelines:** [APA Guidebook](#)

<sup>2</sup> Please refer to page 115 of the HAC (AAK) guidelines at <http://aak.gov.az/bulleten/xususi.pdf> for submissions in Azerbaijani

1. **RELEVANCE:** Relevance of topic as related to conference theme. Research addresses priority directions of educational strategy
2. **THEORY/CONTEXT:** Strength of theoretical framework or contextualization
3. **INQUIRY:** Strength of **critical analysis or research methods** (including design, data collection, analysis)
4. **FINDINGS: Clarity and coherence** in the presentation of findings or argument
5. **CONTRIBUTION:**
  - A. Scholarly **originality or contribution** to existing knowledge
  - OR**
  - B. If this submission is a project report or a practice-oriented presentation; please evaluate its **application of existing scholarly knowledge**