**GENERAL GUIDELINES FOR PROPOSAL SUBMISSIONS**

*I. Criteria for Abstract Submission*

* Abstracts should contain maximum 500 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 an A4- size Microsoft Word document, using the Abstract Submission form
* Connection of research to one of the Conference topics is clearly articulated

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

*II. Criteria for Evaluation of Submissions*

1. **RELEVANCE:**Relevance of topic as related to conference theme.
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**