Submission Types and Guidelines

Types of Submissions

Research Papers: Papers based on research in educational leadership or related areas; should clearly state the research aim, context, review of relevant literature, methodology, data analysis, finding and its implication to practice, theory and policy.

Working Papers/Extended Abstract: usually research-based papers at developmental stages showing significant potential) and may be part of a larger educational research project. It should show an overview of the project/paper, its current stage, work to be done and potential outcomes and significance. It should be appropriately developed and clearly presented.

Student Papers: Research undertaken by students in relevant to the conference theme (theory-based/empirical-based). Papers could be term papers or module research papers.

Case Studies: This could be research-based case studies or practiced-based case studies. The submission should have a clear title, aim, main body of knowledge and conclusion

Reflective Accounts on Educational Leadership Initiative: This aims at sharing experiences from practice and represents the voice of the practitioner, which may be supported by relevant theory and research. It may also involve reporting on specific educational leadership initiatives undertaken by, for example, educational institutions to improve the quality of leadership practice. Reflective papers are welcome from students, practitioners and policy makers in education.

Submissions Format:

Submissions can either be in the form of a/an:

- Full paper: approximately 4,000 – 8,000 words including abstract, appendices, and references.

- Extended Abstract

- Abstract: a summary of about 200-500 words that has a clear title, aim, methodology, main body of knowledge and outcome/finding

- Poster: posters should be accompanied by a summary of about 200 words that include the title, aim and outline of the body of knowledge and conclusion

- General formatting and referencing style would be based on the conference guideline (see referencing guidelines)

- Papers/Extended Abstracts/Posters must be submitted electronically via the email address provided below and following the instruction for submission provided. Email: leadershipconference@buid.ac.ae

- All papers would be peer reviewed anonymously and feedback sent to authors within 5 days of receiving submission.

Formatting for Full Papers

All Content should use the following format:

- 12 point Times New Roman/Times font

- Double-spaced

Front Page

- Title

- Author(s)' names

- Corresponding author's name, address, email and phone number

- Acknowledgement (if any)

Second Page

- Title and abstract (abstracts should be concise, informative and engaging; about 250-300 words.)

Third Page

- Headings: Level 1; Level 2 and Level 3

    - Level 1: Centred, bold, uppercase for first letter of each word

    - Level 2: Left justify, bold, uppercase for first letter of each word

    - Level 3: Left justify and indent; bold, italised and uppercase for first letter of first word

    Examples:

Level 1: Centred, Bold, Uppercase

Level 2: Left Justify, Bold

Level 3: Left Justify and Indent

Tables and Figures

- Captions of each table and figure should appear above.

- Tables and figures should be placed at the specific area of the paper where the author(s) will want it to appear in the final publication.

- Where possible, footnotes, vertical lines and grids should be avoided.