



Individuals and communities
transformed through human services

Guidelines for Conference Proceedings NOHS National Conferences

The National Organization for Human Services is requesting articles that represent conference workshop or poster presentations. Please consider submitting a paper to the Conference Proceedings Editorial Review Team, who will evaluate the manuscripts for peer-reviewed publication. Well-written and conceptualized compositions are sought that show relevance to the conference theme and your presentation. If accepted, your article will have impact and interest with human service practitioners, faculty, and students around the country. In addition, your document may be used for training and continuing education purposes through obtaining Continuing Education Units. Readers can receive credit for their professional development, especially credentialing, certification, and tenure/promotions. NOHS invites you to send a manuscript and participate in expanding the knowledge and skills of its members and fellow professionals.

Conditions for inclusion

- Only authors who actually presented at the conference are eligible to submit papers to the Proceedings.
- Copyright will be held by the National Organization of Human Services. Any use of copyrighted material in the submitted article must receive written permission from the copyright holder and to accompany the submission.
- Generally, papers from commercial presentations are not published. Contact the editor for additional information.
- Presenters may submit only one paper per presentation although separate papers from multiple presenters of the same workshop or poster will receive consideration.
- Papers that require extensive editing for composition, spelling, grammar, and punctuation will not be reviewed.
- Incomplete, poorly formatted, or excessively long submissions are not considered.
- The editor reserves the right to make changes for minor errors in composition, spelling, grammar, punctuation, and formatting.

Elements of style and format

- Provide a title, with typical length and construction. Center and bold the title. Capitalize major words.
- Be sure to include author name(s), qualifications, and contact information on a cover sheet prefacing the article (see example below). Identifying information will be excluded before sending to reviewers but accuracy of authorship is essential to avoid errors in publication.

- Do not include author name(s) in the body of the article. If it is essential to the document, provide two (2) copies of the article, one for publication and the other clearly indicated as the review copy with identifying names blocked or changed.
- Write an abstract, limiting to 200 words. Indent the entire abstract one inch (1”) and left justify.
- Compose the article using appropriate academic formatting -- narrative and bulleted content is acceptable as well as outlining or other common organization features that add interest and emphasize the content of your material. Nevertheless, be consistent in your formatting to avoid confusion or distraction.
- Limit your document to 20-30 pages. Less is fine. Additional information can be linked in your article.
- Set font size at 12 and font style with Times New Roman.
- Use single spacing between lines, generally, except double space prior to a new heading.
- Leave two spaces between each sentence.
- Indent new paragraphs ½ inch and use left justification for the entire manuscript. One inch (1”) margins for sides, top, and bottom are expected.
- Center major headings in bold. Do not underline or italicize any headings. Left justify minor headings and bold. Capitalize only the first word in minor headings.
- Include tables and figures if needed, formatting in standard style and with MS Word table function.
- Power point presentations are not acceptable, but authors are encouraged to adapt their power points. Graphics, tables, diagrams, and other images can be used judiciously. Keep in mind that readers will need to download the proceedings from the NOHS website. All images must have permission to print if necessary.
- Add a bibliography or reference list as appropriate. Use APA format except single space within the citation. Text referencing is optional except for quotations. Avoid plagiarism by placing author name(s) and date of publication at end of quote with sufficient credit given in bibliography/references.
- Do not use headers, footers, footnotes, or endnotes.
- Enumerate or clearly indicate the order of authorship if more than one author is listed.

Note: Publication copy will be edited for design consistency.

Deadline

All papers must be submitted by midnight, **January 30th**, following the conference and your presentation. An email from the editor will acknowledge receipt to the individual making the submission.

Review procedures

- The editor and editorial assistants will review all papers initially to ensure that they comply with guidelines.
- Papers selected for consideration are prepared for blind review by at least two peer reviewers, who are faculty of Human Service programs.

- Articles are accepted for publication based on both peer reviews and editorial decision. Authors will be notified of this decision as soon as feasible.
- Selected manuscripts may be accepted if specified revisions are completed by a pre-determined deadline. This information will be communicated through email.

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Please submit your article in MS Word as an attachment to email and send to cockerha@etsu.edu with identifying information saved in the filename.

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2015 NOHS Conference Proceedings Cover Sheet

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