Society of Research Administrators International Symposium

Formatting Guidelines for Papers

The Symposium bases its paper formatting guidelines on the Chicago format used by the Journal of Research Administration. Authors are expected to adhere to the formatting guidelines cited below. Papers that do not adhere to these guidelines will not be accepted into the Symposium.

Content
Papers must be relevant to the body of knowledge of research administration and any of its subspecialties whether applicable nationally or internationally. Case studies are acceptable. However, papers cannot be used for institutional marketing purposes. Papers submitted for competition at the SRAI Annual Conference cannot have been previously published.

Title and Author Credits
Each paper will begin with the title and the author credits centered at the top of the page. A maximum of four authors is permitted with one being designated as the Principal Author. Papers listing more than four authors cannot be accepted. Author designations will include: full name with titles or degrees, institution, institution address, telephone number and e-mail. Only those who have made a substantive contribution to the paper’s content and/or the actual writing of the text may be listed as authors/co-authors. After co-authors, others can be designated as collaborators or contributors. Collaborators or contributors will be acknowledged at the end of the paper’s text only. At no time can author or collaborator/contributor designation be used for honorary purposes. Limit titles to 75 characters in length. Titles should appear as centered, boldface, with upper and lowercase letterings. Titles should be descriptive and summarize the most important point of the paper.

Author(s) Note
Following the title and author credits, each paper will have an author’s note to provide acknowledgements, state evolution of the paper (including earlier forms), or provide a disclaimer, as appropriate.

Abstract
After the Author(s)’s Note, papers will have a 200 word (maximum), paragraph style abstract. The abstract takes key information out of the published text to convey a summary about what is contained in the article. The abstract is a clear and unbiased summary of article contents. Everything in the abstract must be in the text. Abstracts should be typed without indentations.

General Guidelines
All papers are limited to an absolute maximum of 12 single-spaced pages (an additional one page can be added for the References/Working Bibliography). Pages are not to include headers, footers, or footnotes. Margins are to be set at one inch at the top, bottom, left and right sides. Font must be formatted in Times or Times New Roman 12 point regular type.
Save documents as Microsoft Word for either MacOS or Windows. Use one space, not two, following the period at the end of each sentence. For major section headings, use left-justification, boldface font, and upper- and lowercase letterings. Subheadings are encouraged and should be indented, in bold font, with lowercase lettering and followed by a period. (Additional level subheadings should similarly follow the APA guidelines.) For International papers, set the language default to English word order. Final submissions must be “camera ready.” Papers should be structured in format, consisting of four sections labeled: Background and Objectives, Methods, Results, and Discussion or Conclusion.

**Background and Objectives**
The introduction section should establish the need for the research project, program, or educational intervention. It should address questions such as: What issue is being addressed? Why is the issue important? What have others done to address the issue? What remains to be done to address the issue? What were your objectives? How will the field of research administration benefit from your work?

**Methods**
For both qualitative and quantitative research, the methods should be described in sufficient detail to permit readers to fully understand how the research was performed. All papers reporting research that involves human subjects should include a statement indicating that the research has been reviewed and approved, or granted an exemption from formal review, by an appropriate human subjects’ protection committee (institutional review board). Papers reporting programs, educational methods, curricula, or interventions should include the goals and objectives along with a description in sufficient detail to permit readers to understand how the activity might be reproduced at their own institutions. A description of the techniques used for evaluation should also be included. It is important that all authors carefully describe methods, curricula, and other aspects of their work to provide a full sense of the scope and nature of the project.

**Results**
Results should be presented in coherent fashion and tied to the objectives and methods presented earlier in the paper. Results are often effectively reported in tables, reserving the text for general descriptive statements and clarifications. In general, quantifiable results should be reported numerically, rather than solely reported using relative terms such as “most” or “many.”

**Discussion or Conclusion**
The section should (a) reiterate the principal findings, (b) explain why those findings are important, (c) identify potential methodological weaknesses, and (d) provide an overall conclusion.
Tables, Pictures and Graphs
All tables, pictures and graphs must be placed within the text by authors and prior to submission. Staff will not provide such service. Alternatively, such items may be included at the end of the paper’s text. However, all tables, pictures and graphs added at the end of the text, count in the 12 page limit. Tables, Pictures and Graphs will be printed in Black and White. For specific APA formatting guidelines beyond those listed above, please consult the Journal of Research Administration guidelines on the SRA website. APA style guidelines are also available from any number of academic centers or web resources.

Citations and Bibliographies
The term “references” can be used only if works are cited within the text. In all other cases, works are to be listed at the end of the paper as a “Working Bibliography.” List cited works alphabetically at the end of the paper and reference in the text by name and year in parentheses. The reference list should not include papers in preparation or papers submitted for publication but not yet accepted. The style and punctuation of the references should conform to the following examples:

Journal Article

Book
Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Edited Book

Contribution to a Book
Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher