Adult Education in Global Times
An International Research Conference

June 3-6, 2021
University of British Columbia

Instructions for Preparing Submissions for the Conference Proceedings

These instructions are intended for those whose proposals were accepted for either the original AEGT2020 or the upcoming *virtual* AEGT2021 conference. A contribution to the conference proceedings is required if you wish to present your work at AEGT2021.

If you submitted to the AEGT2020 *Proceedings and* indicated your intention to present your work at AEGT2021, you're good to go and can ignore the following instructions.

If your proposal was accepted for AEGT2020 but you did not submit your work for the 2020 *Proceedings, and* you have indicated your intention to present your work during AEGT2021, please follow these instructions.

Similarly, if your proposal was accepted for AEGT2021 and you plan to present your work, please also follow these instructions.

Preparing Your Submission

- Attached—and on the AEGT2021 website—is the MS Word template you must use to submit your final submission that will be published in the *Proceedings*. You can prepare your submission directly in the template or just make sure to apply the settings before you submit.

- Please name your attachment with the lead author's *first and last names*, otherwise we will receive many, many files with the same name and will surely lose your file. Please email your file to: aegtproceedings@gmail.com

General Information for Authors

- *For papers and panels:* The *maximum* word count is 3,000 including abstract, title, headings, figures, tables, and references. If it's a word or number in the document, it's counted. If it's over 3,000 words we will send it back to you.

- *For symposia:* The same as above but the *maximum* word count is 4,000.

- *For roundtables:* The same as above but the *maximum* word count is 1,000.

- *For posters:* The image of your poster and any accompanying text must fit on one page.

- Formatting and referencing generally follows APA 7 as you will see in the template. Please familiarise yourself with the Style Guide. The two main places our styling differs are in spacing (please use single-spaced not double-spaced) and running headers (please don't use them).

- Use [Canadian spelling](); expand on abbreviations and acronyms the first time you use them; avoid jargon; use headings; make these papers a pleasure to read 😊
- Use footnotes, not endnotes, and use very sparingly if at all.

Please ensure you:

1. Rename the file to the lead author's First and Last Name
2. Remove page numbers, headers, or footers from the document
3. Edit and proofread carefully. We do not have the resources to carry out a close/line edit
4. Follow the style guide and submit in a MS Word format (please no PDFs!)
5. Respect the maximum word count

Submissions that do not follow these instructions will be sent back to the author(s) for editing, possibly accompanied by many sad emojis like these ☹ ☹ ☹ ☹ ☹

A Note for Those Presenting Panels or Symposia

We recognize there are two different ways you can approach these submissions. The first is by writing a cohesive paper across all co-presenters/authors. The second is by dividing the paper into each author's contribution. Both options are valid. However, if you choose to go the second route make sure to have a cohesive introduction and conclusion that tie the paper together.

Submission Instructions and Deadline

Please submit your final, correctly formatted paper by **11:59pm on Thursday 1 April 2021 Pacific Standard (Vancouver) Time**. Submissions received after this date will not be included in the Proceedings or in the conference program.

Please send your submission in MS Word format as an email attachment to: aegtproceedings@gmail.com

We are looking forward to seeing you at the virtual conference in June!

Suzanne & Jude

Suzanne Smythe [*Simon Fraser University*] & Jude Walker [*University of British Columbia*]
AEGT2021 Proceedings Editors