

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

Please note: *Manuscript must be received by August 1, 2003.*

Since your paper will be printed in the Conference Proceedings in the form submitted, it is important that you follow these guidelines meticulously. Papers that do not adhere to these guidelines cannot be published in the Proceedings. It is preferable that you submit your paper as an e-mail attachment (see "Submitting Your Paper" at the end of these instructions). If you cannot do that, please submit your copy on disk.

Manuscript Components

Each manuscript (6 pages maximum) must follow APA (5th ed.) format, unless otherwise noted, and include:

1. Title. The title should be brief but include enough information to describe the paper's contents.
2. Author(s). See "First Page" instructions below.
3. Abstract. The abstract, not to exceed 200 words, should concentrate on the major results and conclusions of your paper.
4. Introduction. Include the background and interpretation of your topic that will show the readers why they should be interested in your paper. It should reflect what will follow. Important implications mentioned in the abstract and introduction should be contained in the paper itself.
5. Body of Paper. Be substantive in this section.
6. Conclusion. Including implications and/or recommendations.
7. References. Follow APA (5th ed.) guidelines, listing only references cited in the text. The first line of each entry should be flush with the left margin; subsequent lines should be indented five spaces.

Computer Format

Do not use any embedded formats in any portion of the paper or for the paper as a whole. We will also be including your paper on our Web page. Please save your paper in either rich text (.rtf) format or a standard word processing format (MS Word preferred). We will do our best to translate your file!

Font Size and Style

Use 12-point New Times Roman. Do not increase or decrease the font size for headings, quotes, etc. The entire document is to be typed in 12-point New Times Roman. The only exception is the title of the paper, which can be typed in 14-point font.

Margins

Leave 1" margins on all sides.

Spacing

Single space the entire manuscript, including title, text, table headings, figure captions, and literature cited. *Double space* at the end of each section and following section (main headings. Indent paragraphs five spaces. Do not change leading between lines or paragraphs. *Use left justification only.*

First Page

Center the title in upper and lower case, using bold type. (The title—and only the title—may be typed in 14-point font.) Double space and center the name(s) of the author(s) in upper and lower case print. Triple space and begin the manuscript with the abstract.

Headings and Sub-headings

Center section (main) headings and print in upper and lower case. Place sub-headings flush with the left margin and print them in upper and lower case. Indent third-level headings; print them using sentence case followed by a period. Continue the paragraph on the same line.

Print all headings in bold type; place sub-headings and third-level headings in bold italics. (A sample page showing all three heading levels is appended to these instructions.)

Tables and Figures

Place tables and figures (including photographs) directly in the text. Place table number and title above each table; place figure number and caption below each figure. Ensure that tables and figures are crisp, black-on-white. Large tables may be turned sideways if necessary. All tables and figures must be ready to copy.

Last Page

At the bottom of the last page, after a double space, under a solid 2" line, and flush with the left margin, type the name(s) of the author(s), position title(s), surface and e-mail addresses (should conferees wish to correspond with you), and any acknowledgments.

Starting on a new line and flush with the left margin, end with the sentence: Presented at the Midwest Research-to-Practice Conference in Adult, Continuing, and Community Education, The Ohio State University, Columbus, OH, October 8-10, 2003.

Length

Limit manuscripts to a maximum of six (6) pages, including all tables, figures, references to literature cited, and endnote.

Pagination

Do not enter page numbers; these will be added after all submissions have been received and placed in order in the Proceedings. *Do not use any embedded formats*, including headers and footers. Do not refer to page numbers in your manuscript because pages will be renumbered in the printed Proceedings.

Reviewing and Proofing

The published paper will be a facsimile of your submitted manuscript. All errors of fact, grammar, and typing will be reproduced. Because the Proceedings will be published in time to be available at the conference, the editors of the Proceedings will not have time to search your manuscript for errors, and no proof copies will be made. You can minimize the chances for errors by having your manuscript reviewed before the final draft is typed and by proofing carefully the final draft yourself. There will be no peer review of your paper.

Submitting Your Paper

Submit your paper as an e-mail attachment to Trenton Ferro, co-editor of the Proceedings (trferro@iup.edu). If you cannot attach your paper as an attachment, and/or you have only hard copy of tables and/or figures, send to Dr. Trenton R. Ferro, Department of Adult and Community Education, Indiana University of Pennsylvania, 206 Stouffer Hall, 1175 Maple St., Indiana, PA 15705. If you have any questions about the preparation of the manuscript, please contact Trenton Ferro (trferro@iup.edu) or Gary Dean (gjdean@iup.edu) or call them at 724/357-2470. Start early enough on your manuscript so that seeking answers to your questions will not delay submitting it in time to be received by August 1, 2003.

Deadline

Completed manuscripts **MUST BE RECEIVED** by August 1, 2003.
Thank you for your cooperation.

Appendix (over)

A sample page using all three levels of headings is printed on the back side of this page. (You might also note in the example the proper, APA-approved use of ellipses, both at the end of a sentence as well as in the middle.)

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SAMPLE PAPER

messages about spirituality are encoded in the texts? (c) What epistemological elements, messages, patterns, and themes are embedded in the texts?

Discussion

Fenwick and Lange (1998) initiated the discussion on the movement of HRD from skills-based training and career development into the manipulative uses of spirituality in the workplace. Our research extends this analysis into the socio-economic implications that enable broader and subtler means of worker control. We start with an analysis of spirituality in business and HRD literature followed by a discussion of the religious, theological and etymological foundations of spirituality. Then we link our findings with the adult education literature on spirituality.

Spirituality in Business and HRD

We categorize business and HRD texts on spirituality and work by (a) a focus on individuals in organizations with an *implicit* spiritual theme, (b) a focus on individuals in organizations with an *explicit* spiritual theme, and (c) a focus on corporations as individuals with souls.

Focus on individuals in organizations with an implicit spiritual theme. The business literature is replete with examples of well known management gurus whose popular books disguise spiritual themes by focusing on individual responsibility in support of organizational effectiveness, learning and service (e.g., Covey, 1989; Peters, 1992; Senge, 1990). For example, Covey (1989) markets a model of “human effectiveness” (p. 23) that encourages a shift from a personality-centered paradigm focused on changing attitudes and behaviors to a principle-centered paradigm supporting the unchanging laws of nature and providing the “correct” maps for effective problem solving. The *spiritual* is one of four dimensions of renewal along with the physical, mental and social/emotional that creates a healthy balanced life. The *spiritual* provides the core commitment to one’s value system. Covey espouses a value system centered on the individual, an inward examination of self with responsibility for his [sic] own success or failure. In *Liberation Management* Tom Peters (1992) plays on a liberation theology associated with radical social movements in support of the poor and disenfranchised to encourage the use of workers’ spirituality for the benefit of organizational effectiveness and profit. He states that

soul [is] my preferred term for rules, value, vision, philosophy, whatever. . . . Work as dialogue, shared minds, and the floating crap games of project teams (of insiders and outsiders) “tied” together by soul of some sort—that’s the mostly elusive “stuff” that adds up to “beyond hierarchy.” (p. 472)

In the secularized business world, vertical *soul* relates to traditional expertise while horizontal *soul* connects strategic business plans across function boundaries. Boeing finds its true *soul* with the power of systems integration, and MCI’s *soul* is discovered in systems and network integration. Soul within this context refers to difference, changing how work is organized. Soul is used to transform the unpleasant to the acceptable. An executive temp service, a self-

sub-headings and third-level headings: 12-point New Times Roman, bold, italic

body text: 12-point New Times Roman

spacing: single space entire manuscript

double space only at the end of each section and following section headings

section heading: Upper and lower 12-point New Times Roman, bold

APA style

Ellipses at end of sentences

margins: 1" on all sides