

Guidelines & Instructions for Proposal Submission *ARNOVA's 37th Annual Conference*

Philadelphia, Pennsylvania, USA – November 20-22, 2008

ARNOVA's annual conference welcomes participation from researchers in all academic disciplines, and from a range of backgrounds – including nonprofit executives and staff, foundation staff, consultants, and policymakers. Graduate students are particularly welcome.

The Theme for This Year's Conference

Leading in Building Civil Society: Obligations & Privileges

We meet this year in Philadelphia, the site of William Penn's "Holy Experiment," an early effort to create and support a diverse society where people of different religious, ethnic and cultural backgrounds were welcome. Obviously, the challenges in creating such a society remain with us today. The first decade of the 21st century is proving to be a time of enormous difficulties for civil societies around the world. Not only are many countries facing growing challenges around issues of poverty, economic development, education, health care, and the environment; they are doing so in civic cultures where intensifying political, religious, and cultural conflicts of many types often make it much harder to address these problems. These forces at least complicate, and often undermine, efforts to create and maintain the kind of civil discourse needed to find effective solutions to social problems, and to sustain the kinds of social institutions that foster such discourse. Many people look to nonprofit or nongovernmental organizations – voluntary associations, religious congregations, service agencies, and others – to be primary tools for encouraging and supporting that civil discourse as well as addressing those social problems.

This ARNOVA conference offers an opportunity to closely examine the roles of nonprofits, and the practices of voluntary action and philanthropy, in creating and supporting civil society. There will be a special track in the conference program devoted to presentations that explore these matters. Specifically we invite proposals in the Conference Track on questions such as:

- How do the practices and institutions of voluntary action, philanthropy and nonprofit organizations serve – or fail to serve – in building healthier civil societies?
- As collectives often created to give expression to particular social, moral, or religious ideals, how should nonprofit organizations be engaged in the contests of cultural values in modern societies?
- As institutions that (often) enjoy special privileges under law, what kinds of obligations do nonprofits owe to the larger society in terms of how they deliver services; relate to those they serve and those who support them; relate to governments; advocate for particular positions or values; and affect the tone and shape of public discourse?

We Invite a Wide Range of Proposals

As always, ARNOVA's annual research conference will be a key opportunity to discuss the latest research on voluntary action, nonprofit organizations and philanthropy in all its diversity. So, *the conference committee seeks proposals addressing a wide range of topics*, assuming many will reach beyond the conference theme above. *We invite proposals from all disciplinary (and interdisciplinary) and professional perspectives. Proposals may focus on the entire sector or on specific nonprofit sub-sectors (health, education, social services, religion, arts, culture, and recreation).*

Proposal Submission Tracks for the 37th Annual ARNOVA Conference

- ◆ Accountability and effectiveness
- ◆ Boards, governance, and leadership
- ◆ Community and grassroots organizations
- ◆ Fundraising and giving
- ◆ International perspectives and issues
- ◆ Nonprofit programs, fields, and services
- ◆ Philanthropy and foundations
- ◆ Public policy
- ◆ Social enterprise
- ◆ Social justice
- ◆ Strategy, management, and operations
- ◆ Theory and methods
- ◆ Voluntarism and volunteering
- ◆ Workforce and leadership development
- ◆ Leading in Building Civil Society:
Obligations and Privileges

A list of Track Chairs will be posted at our website when all those appointments are final.

Please note that proposals do not all have to speak directly to the conference theme, but special consideration will be given to those that are related to it.

The Review Process

Proposals will be carefully reviewed and rated based on their contribution to the field, the quality of their methods, links to relevant literature (as appropriate), and the degree to which the work under consideration is clearly described. A **blind review** process will be used for all submissions. Your proposal should specify:

1. the problem or issue to be addressed
2. the topic's relation to the state of knowledge in the field (including relevant literature)
3. the approach you will take (including methods of analysis and data sources)
4. the contribution to the field your work will make.

Different Types of Presentations

There are different kinds of presentations at the conference.

1. Papers – Highest priority will be given to those individuals who submit a proposal to present a completed paper. This is a commitment to present a scholarly paper, that will be grouped with others on similar topics for that session. *Individuals submitting a paper proposal are making a commitment to provide a completed paper to the chair and/or discussant and all presenters in their session via e-mail by October 15th.* **(We will note presenters who fail to provide this, and it could be a consideration in whether we accept a proposal from them in future years.)**

2. Panels – Panels composed of 3-4 papers on a similar topic are welcome. Preference will be given to panels where individual contributors represent more than one institution. *Each person included in a panel proposal is making a commitment to provide a completed paper to the chair and/or discussant and all presenters in their session via e-mail by October 15th. (We will note presenters who fail to provide this, and it could be a consideration in whether we accept a proposal from them in future years.)*

Panel proposals may include a discussant as part of the session. If the panel organizer desires, s/he may find someone to serve in that role and include that information in their proposal. The panel organizer should also indicate whether s/he will serve as the chair of that panel, or – if not – should ask ARNOVA to find a chair for that session. The addition of a discussant to a panel with 4 papers is discouraged, as it often does not allow enough time for audience questions.

3. Colloquies – A colloquy is an interactive session and exploration of a single topic. Colloquies are designed to offer an opportunity to discuss and explore a particular topic in a different format than traditional panel sessions. Thus, a colloquy could be organized around a single paper with 4 discussants. Or participants might be asked to comment and discuss an important topic such as ethics in nonprofit organizations with reference to a specific set of questions. Colloquies can also be an important opportunity to bring together individuals from different disciplinary backgrounds.

How to Submit a Proposal

All proposals for papers and panels must be submitted through the online abstract system. The system will say to contact the “system administrator” if you have any problems. That can be done most easily by e-mailing your question to conference@arnova.org. (You may call our office if you cannot submit in this manner, and we will see what we can do.) **Please note that colloquy proposals will be submitted in a different manner than papers and panels (as explained below).**

This year we are using a new system for proposal submissions and reviews. The link to the on-line system is found on our website (www.arnova.org) under the Conference tab, at the button that says “Submit Proposals.” This year, when you want to submit a paper or panel, you must first register with this on-line system. It will then send you back an e-mail confirming your access to submit, with a copy of these instructions and a copy of the template for proposals. *(Please be aware that e-mail could end up in your ‘junk mail’ file, since it is sent automatically by another system.)*

Take note: You must prepare your abstract as a Word document (file format ‘xxx.doc’) so that it can be copied into the template for the submission form. For your information, a copy of that template is appended to this document. *Please follow the instructions carefully.*

All submissions must include a title, 75-100 word summary of the overall presentation, and a fuller abstract of no more than 800 words.

■ **Proposals for a Paper** must include references as well as the narrative or descriptive text.

■ **Proposals for a Panel** should include a 1-page general description of the panel topic, along with a separate abstracts and bibliographic references for each paper on the panel. The panel must consist of 3 or 4 papers. The panel organizer should collect all the paper abstracts and author information and enter them into the system.

Colloquy Proposals

■ **Please note: These proposals are being handled outside the Oxford Abstract System.**

Still, these should follow the same format as for a paper proposal, including a title, summary, and abstract of up to 800 words describing of the colloquy, including 1-3 paragraphs on what each participant would contribute to the discussion, *and an outline of how the colloquy format will be designed to be interactive and based in adult learning practices.*

The participants should not be mentioned by name in this description. The colloquy organizer should compose the abstract including all these components as one document; and then add a listing of all participants' names, addresses and e-mails as an addendum to the abstract, as a second Word document. Both Word documents should then be e-mailed together to ARNOVA's office (by the same deadline) at 'conference@arnova.org.' Please note this is a colloquy proposal in the subject line of the e-mail.

The deadline for submissions is midnight, March 27, 2008.

(**Please note:** We intend to close the system on time this year. You should **not** expect an extension of the deadline.)

Also: *We welcome volunteers and nominations for people to serve as Chairs or Discussants for sessions*, and you can offer these when you submit your proposals at the website.

If for some reason you are absolutely unable to submit your proposal as described above, please call the ARNOVA office at 317-684-2120.

➤ **Critical Points: Please Read This Last Section Carefully:** ➤

(1) All proposals submitted will be considered by a blind review. The reviewers will receive the proposals with all identifying author information removed. You are requested to follow the guidelines so as not to include information that would identify you as the author in the text of your proposal. It is extremely important that all proposals follow the guidelines and contain all information as requested.

(2) No individual should plan on presenting more than twice at this conference. (You may serve as a chair or discussant in other sessions, but must limit yourself to two presentations.) We intend to assure that there is room for as many presentations as possible, and that we can give space to as many people who bring us quality work as possible. Individuals making multiple presentations also create inevitable conflicts in the schedule. So, do not expect to have more than two presentation slots in any format allotted to you.

(3) The conference begins at 8:00AM, Thursday, November 20, and concludes at Noon, Saturday, November 22. If your proposal is accepted, please notify the ARNOVA office as soon as possible if you will not be available at specific times during the conference. We would like to know – if at all possible, when you agree to present – if you have unavoidable conflicts (e.g., with your teaching schedule) that will make it impossible for you to be at the entire conference. *Attempts will be made to accommodate these requests, but we cannot promise to be able to adjust presentation schedules to meet individuals' needs.*

(4) Presenters will be expected to pre-register by September 20th – and to pay the conference registration fee. (If you are a person who will need a scholarship to attend, you can indicate that in the proposal submission process, and call our office if we need to make special arrangements.) **Those who do not pre-register by this date may be dropped from the program.** Non-members wishing to present will be required to join ARNOVA for 2008 and pay membership dues at the time of conference registration.

(5) We plan to make abstracts of all papers – at least those submitted on time – available on-line prior to the conference. Also, we will provide the option to those of you who wish to post your paper to a section of our website in advance of the conference.

As was indicated in the Call for Participation, **the proposal submission system will be open on February 15, 2008, and will close at midnight Pacific Standard Time on March 27, 2008.** All submissions must be completed by that deadline to be considered.

[CLICK HERE to enter Proposal Submission system.](#)