



# PMI Research and Education Conference 2010

Submission Guidelines and Procedures for Proffered Papers

Thank you for your interest in submitting a paper for the Research and Education  
Conference 2010, Washington D.C., USA!

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**Please note that all abstracts and papers must be submitted by 1  
DECEMBER 2009**

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New in 2010: The Research and Education Conference will integrate new findings in both project management research and education

PMI solicits proffered papers on any topic related to the theory and practice of project management. Submissions can be based on empirical, theoretical or methodological research, as well as on educational theory or practice strategies, curriculum design, service learning, etc.

All papers and posters will be subject to double-blind peer review by members of the global project management research community. Students are also encouraged to apply.

## **The Submission Process**

To begin the submission process, all authors must register on PMI's Research and Education Conference Presenters Website by going to <http://pmicfp-rd.fusionproductions.com/Research/>. Here, authors can submit their papers and abstracts, as electronic file attachments, and list personal information, such as a brief biography, curriculum vitae or resume, and contact information. PMI will store these files within an online record that is only accessible by PMI's administrator, thus ensuring the integrity of our double-blind peer review process.

Please note: once you have submitted a paper, you cannot make any changes.

### **Paper Title and Authorship information**

Because all proffered papers are evaluated through a double-blind peer review process, PMI requires authors to submit their papers and abstracts **without** listing their name, credentials, and institutional affiliation. Also, authors must not list their name or other identifying information as part of the file name used for their paper, abstract, and other supporting documents. This includes authors citing themselves in the text as well as in the bibliography. Instead, authors should leave a blank parenthesis to indicate their own citations.

**For those papers accepted for inclusion in the conference, PMI will add, to the paper and abstract, each author's full name and institutional affiliation.**

### **Key Words**

New this year, we will require that all papers submitted include key words. Please limit all key words to a total of **five**.

### **Format**

All submissions for the Research and Education Conference 2010 must include a paper and an abstract, written in a formal tone and containing original content that follows PMI's formatting style guidelines, which are described below:

PMI's submission guidelines follow the system of grammar, usage, and documentation outlined in the *Publication Manual of the American Psychological Association (APA) 5<sup>th</sup> edition*. Please refer to this source for more specific formatting and style information. Because PMI will publicly distribute selected papers, and because PMI strives to publish only those articles, papers and books that meet professional publication standards, all conference presenters must follow PMI's submission guidelines when writing their paper and abstract.

### **Language**

All submissions must be in English.

### **Operating System**

PMI will only accept those final papers and abstracts processed and saved in one of the following extensions:

- .doc (document)—any version of Microsoft Word™ (**preferred**)
- .txt (text)—Notepad, Wordpad
- .rtf (rich text)

Please note that .txt documents do not save boldface and italics. Therefore, if you are unable to save your work in a .doc format, PMI suggests saving your work as an .rtf document because it usually retains formatting codes.

If you are using a Mac computer to write your paper and abstract, PMI asks that you attempt to convert these files to a Windows format before submitting your work. If this conversion does not work, Mac users should then save their files as a .doc or .rtf file and submit such documents as e-mail attachments.

### **Abstracts**

In addition to submitting the required abstract on the Call for Papers site, authors are also required to include the abstract in your submitted paper. **Papers that do NOT have an abstract included in their paper submission will not be accepted.** Abstracts should not surpass 600 words and be no less than 150 words.

**Please note that PMI will not review any papers and abstracts that contain incorrectly formatted text, references, and graphics, and they will be returned to the author.**

### **Length**

Acceptable papers contain approximately **8,400 words**, which usually amounts to 14 single-spaced pages. This page limit **includes** graphics but **excludes** references, and appendices.

### **Spacing**

Acceptable papers should be double-spaced.

### **Font**

Acceptable papers should use Arial or Times New Roman with a font size no less than 10 and no greater than 12.

### **Margins**

All pages must have a minimum **margin** of 1 inch on all sides of the page.

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## **Word Count**

All submitted papers must have the word count identified in the title. For example: “**Project Complexity (7300 words)**”. Papers will not be accepted without a proper word count identified in the title.

**Please make sure to include the title of the paper and page number on each page (as a header or footnote)**

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## **Scoring**

Paper scores will be based on the following questions:

- 1. How original is the topic?**
  - 2. How relevant or of current interest is the topic?**
  - 3. What is the quality of the paper’s methodology or approach?**
  - 4. What is the quality of the data or evidence presented?**
  - 5. What is the quality of the theoretical foundation or critical stance?**
  - 6. What is the quality of the writing (is it easily understandable)?**
  - 7. What is the quality of the literature review?**
  - 8. How well are the conclusions supported by the evidence?**
  - 9. What is the strength and coherence of the line of argument?**
  - 10. What is the overall quality of the paper?**
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## **Selected Papers**

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**Updated papers which are not returned to PMI by the agreed-upon deadline are subject to omission from both the published proceedings and the conference schedule.**

## **Presentations**

Please keep in mind that PMI Research and Education Conference attendees are comprised not only of academic researchers and educators, but practitioners (close to 70%) as well. Therefore, when making your presentations, please keep these audiences in mind.

## **Post-Conference**

PMI will catalog each paper in its online library, the PMI Knowledgebase, which online visitors can access through PMI's Knowledge and Wisdom Center's (K&WC) Webpage. Here, online visitors can view an abstract for each paper and obtain the paper for personal use through the K&WC.

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**For any further information or questions please contact:**

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**We look forward to receiving your submission by 1 DECEMBER 2009**



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