

CALL FOR YEAR 2008 TAFCS ANNUAL MEETING PROPOSALS

The 2008 TAFCS Annual Meeting will take place February 28-March 1, 2008 in Addison, TX. Members are encouraged to submit proposals for presentations at the Annual Meeting in any of the following categories:

- Keynote address (oral presentations)
- Plenary presentation (“hot topics” oral presentation)
- Research poster presentation
- Creative Activity Display
- Creative and Functional Art Display
- Creative Marketing Idea

General Guidelines: Only current members of AAFCS/TAFCS may submit proposals. For interdisciplinary research proposals, the principal investigator must be a member of TAFCS. **Each member is limited to a maximum of two proposals as either author or co-author.** In all categories, the presenter must be an AAFCS/TAFCS member or a graduate student whose major professor is an AAFCS/TAFCS member.

Implications for Family and Consumer Science professionals should be emphasized, and evident, in the proposal. **Proposals should focus on the body of knowledge unique to FCS and have direct application to FCS professionals.**

A **one-page proposal or abstract of 500 words or less** should be submitted for each activity that a member wishes to present. Abstracts or proposals should be prepared for **blind review**. Include the title, but **do not include author(s) name**. (Author name(s) will be listed on the Information Sheet.)

Submitting **authors must agree to register for and attend the TAFCS annual meeting at their own expense**. In the event that unforeseen circumstances prevent attendance, arrangements should be made for another AAFCS/TAFCS member to make the oral or poster presentation.

Proposals accepted for oral presentation will be allowed 15 minutes for presentation and discussion. Other poster and display presentations will be provided table space of approximately 3' x 6' for display purposes.

Submit the following as e-mail attachments in Word format:

1. Annual Meeting Proposal Information form (**to obtain form, go to www.tafcs.org or contact Sandra Marquez Hall at 806-795-1463**).
2. Abstract or proposal without author name.
3. Type “TAFCS meeting submission” in e-mail subject line.

Deadline: Submissions should be submitted *electronically* by October 20, 2007 to:

Anne VanBeber, PhD, RD, LD, CFCS
TAFCS Vice President for Academic Affairs
a.vanbeber@tcu.edu

NOTE: If any part of the submission does not meet the guidelines (including the appropriate information form), it will be rejected. An e-mail confirmation will be sent within 3 days of when the submission is received by the VP Academic Affairs. Please e-mail a.vanbeber@tcu.edu if you do not receive confirmation. The results of the blind peer review process will be sent to you at the e-mail address indicated on the Annual Meeting Proposal Information Form

Format for Annual Meeting Proposals

Authors should use the following format to facilitate publication in the TAFCS Annual Proceedings:

- Prepare proposals in IBM compatible Microsoft Word, or save the file in Rich Text Format.
- Center Proposal title and type in bold, all caps, 18 point.
- Select 18 point type size for title; select 10 point type size for remainder of manuscript.
- Set left margin at 1” and right margin at 1’.
- Set top margin at 1’ and bottom margin at 1’.
- Double space document text and references (will single space later if accepted for publication).
- Use standard 5-space paragraph indentations.
- Omit page numbers.
- Use bold typeface for title and subheadings
- Begin text 4 lines below author names.
- Follow APA format for subheading levels.
- Indicate within manuscript where illustrations should be placed (tables, figures, graphics, etc.); follow APA format; document with figure/table number and caption.
- For each graphic, photo, table or diagram, the author must provide a clear JPG or PDF file.

- Avoid severe reduction of illustrations when legibility suffers.
- Secure necessary permissions from other authors or publishers, if your manuscript requires permissions, be sure to include any essential credit lines.
- Follow APA format for references within text (author-date) and also in reference list where each entry is indented.
- Indent first line of entries in reference list.

GUIDELINES FOR SPECIFIC TYPES OF ANNUAL MEETING PROPOSALS

Members are encouraged to submit proposals for presentations at the 2007 TAFCS Annual Meeting in any of the following categories:

Research Presentation: An abstract based on original research related to family and consumer sciences or interdisciplinary research may be submitted. Presenter should indicate on the information sheet whether poster or oral presentation is preferred. Graduate students will be allowed to submit a research presentation proposal if the major professor is an AAFCS member. **The abstract should clearly address the following criteria:**

- Relevancy to Family and Consumer Sciences
- Background of problem
- Clearly stated purpose
- Sound conceptual framework
- Appropriate methodology
- Useful results
- Appropriate conclusions
- Implications of Family and Consumer Science professionals
- Clear writing style
- Logical organization
- Appropriate documentation
- Observance of submission criteria

Best Practices Showcase: This category provides an avenue for current professional to highlight effective practices. Such professionals might include elementary and secondary teachers, adult educators, volunteers, extension educators, and other professionals in business or informal educational settings. Submissions may be proposed for either oral (panel) or poster presentation format. The proposal should include the following subheadings with appropriate discussion:

- Objectives
- Importance of the problem
- Audience
- Project/material design
- Effectiveness of activity
- Implications for Family and Consumer Sciences

Criteria for evaluating Best Practices submissions will include:

- Relevancy to Family and Consumer Sciences
- Documented need
- Clearly stated objectives
- Effectiveness of activity
- Clear writing style
- Appropriate documentation
- Observance of submission criteria
- Implications for Family and Consumer Sciences

Creative Activity Display: Proposals for creative activities should include the same subheadings as proposals for the Best Practices Showcase (See above). Criteria for evaluating Creative Activity proposals will also be similar to criteria for the Best Practices Showcase (see above) with the addition of the following:

- Creativity and innovation
- Appropriate techniques

Creative and Functional Art Display: This may include art objects, woven items, garments, photographs, or other items. If photographs of art objects are used, each piece must be illustrated in at least two, but not more than four photographs. At least one photo should depict the entire piece, and at least one should depict detail. Apparel must be photographed on a mannequin or human body. However, do not disclose the identity of the author(s) in the photographs. Each photograph should be labeled with 1) the title of the piece and 2) media and technique. Submissions are for poster/display format only. The proposal should include the following subheadings and an adequate discussion of each:

- Objectives
- Documentation of need
- Audience
- Techniques and media employed
- Description of the piece
- Inspiration, function, type of expression communicated by the piece or solution to problem stated
- Date completed
- Usefulness for Family and Consumer Sciences
- Clear writing style
- Appropriate documentation
- Observance of submission criteria

Creative Marketing Ideas: This category provides an opportunity for professionals to present marketing ideas for Family and Consumer Sciences programs at any level. Submissions are for poster/display format only. Proposals should address the following questions:

- What was the marketing plan?
- Who was the target audience?
- When and where was the marketing plan completed?

- D. What marketing methods were used?
- E. How much time and expense was involved:
- F. What improvements could be made on this plan?
- G. Do you have measurable outcomes related to the marketing plan?
- H. Do you have a marketing strategy to share with the group based on this experience?

Criteria for evaluating Creative Marketing Ideas proposals will include:

- A. Relevancy to Family and Consumer Sciences
- B. Documented need
- C. Clearly stated marketing plan
- D. Adequate description of project/materials design
- E. Effectiveness of activity
- F. Creativity
- G. Observance of submission criteria