Beacon Conference Paper Submission Checklist

Introduction

Thank you for your interest in submitting a paper to the 27th Annual Beacon Conference. Please use this checklist to make sure that you are ready to submit your paper and that your paper is ready to submit.

Essentials

Be sure to do all of the following:

❑ Work with a faculty mentor. Refine your work. Also, check spelling, punctuation, and grammar.

❑ Discuss with your faculty mentor which submission categories best fit your paper.

❑ Contact your college's Beacon Conference Steering Team member(s) to ensure that you are following your college's policies regarding participation in this conference. Students at non-member colleges should contact Jonathan Sponsler (jsponsler@lccc.edu) to discuss their intent to submit a paper.

❑ Check your calendar and verify that you are available all day on June 7, 2019, to participate in this conference. Please submit a paper only if you plan to participate in the conference if invited.

❑ Consider meeting with your faculty mentor when you complete the rest of this checklist and when you begin the online submission process: make sure the process is completed properly.

Verify Your Paper's Eligibility

Ensure that your paper meets all the following requirements:

❑ It was written during your college's Fall 2017 semester or in semesters or terms since then.

❑ It contains 5,000 words or fewer, excluding the bibliography, references list, or list of works cited.

❑ It shows the results of research, reflection, and an original perspective.

❑ It is your own paper, the result of your own scholarly work.

❑ It appropriately employs methods and tools of research and/or analysis per its specific discipline.

Format Your Paper

Follow discipline-specific guidelines for documentation and format (APA, MLA, etc.). Then save a copy of your paper in the Word Document file format (with the .docx filename extension) with **all** of the following adjustments:

❑ Use a standard typeface, size 12 (Times New Roman, Century, Arial, and Helvetica are appropriate).

❑ Double-space the document on letter-sized pages with one-inch margins.

❑ Paginate with Arabic numerals in the upper-right corner. If your surname appears with that page number, delete the surname and leave the page number.

❑ Remove all identifying information (your name, your professor's name, your college's name, etc.) from your file. Category Readers who rank papers should not be able to tell who wrote your paper.

❑ Remove marginal comments from your professor and any other critical reader who reviewed your work. Submit a finished draft of your work, not a draft with comment bubbles and highlighted text.

❑ Remove the title page if your paper has a title page.

After you have completed this checklist, visit the Paper Submission Form to submit your work.