

American Association for Adult and Continuing Education

2026 Conference Proceedings: Instructions for Authors

Authors of accepted concurrent sessions, roundtables, and poster exhibits are invited to submit papers for publication in the AAACE conference proceedings. Abstracts will be published on the AAACE website and linked to ERIC, where the complete proceedings will be published and archived electronically. Please follow the content, formatting, and submission requirements below.

1. Review the Author Resources

Before preparing your paper, download and review these resources:

- Example of an AAACE proceedings paper
- Template with instructions

Prepare your paper using the *Template with Instructions*. To view tips and comments in the template, open the Review tab in Microsoft Word and select All Markup in the Tracking group. Follow the AI Disclosure Policy to disclose your use of AI.

2. Follow the Length and Content Requirements

Your paper must be **4–6 pages**, with a maximum of six pages, including the abstract, keywords, main text, tables, figures, and references. **Papers longer than six pages will not be reviewed.**

Include the following components, adapting the section titles and content to an empirical, conceptual, or practice-based paper:

Component	Content requirements
Paper title and author information	Include the paper title, all author names, and their institutional affiliations. Use matching superscript numbers to connect each author with the appropriate affiliation.
Abstract	Provide an abstract of 80–120 words.
Keywords	Include relevant keywords. Use lowercase unless a keyword contains a proper name.
Introduction	Introduce the problem and its importance, supported by relevant literature. End with the purpose of the paper and a brief overview of its organization.
Literature Review or Background	For empirical papers, situate the study in relevant literature. For conceptual or practice-based papers, provide relevant literature and/or background.
Methodology, Research Design, or Approach	Describe the methodology or research design for empirical papers, or the design or approach for conceptual or practice-based papers.
Findings, Results, Best Practices, or Major Themes	Present findings for qualitative studies, results for quantitative studies, or best practices or major themes for conceptual or practice-based papers.

Discussion and Conclusion	Discuss the findings, results, best practices, or themes in relation to the literature. Include implications for theory, practice, and/or policy; directions for future research or practice; and a concluding statement.
References	Use APA 7th edition guidelines for in-text citations and reference entries.

3. Apply the Formatting Requirements

General Document Formatting

Use the following settings throughout the paper, except for the specific exceptions listed in the next table:

Element	Requirement
Body-text font	Black, regular, 12-point Times New Roman.
Alignment	Left-aligned.
Paragraph indentation	Set left and right indentation to 0 inches. Begin body paragraphs flush with the left margin; do not indent the first line.
Paragraph spacing	Set spacing before and after paragraphs to 0 points.
Line spacing	Single-space within paragraphs and leave one blank line between paragraphs.
Margins	Set all margins to 1 inch.
Word styles	Use the Normal style. Apply required font, emphasis, alignment, and indentation manually rather than applying other Word styles.
Page numbers, headers, and footers	Do not include them.

Formatting Exceptions

Element	Required formatting
Paper title	14-point Times New Roman, bold, centered; capitalize major words.
Author names	12-point Times New Roman, bold, centered. Use superscript numbers to identify institutional affiliations.
Institutional affiliations	12-point Times New Roman, italic, centered. List each affiliation with the superscript number corresponding to its author or authors.
Abstract	12-point Times New Roman, with left and right indentation of 0.5 inches. Use the label “Abstract:” as shown in the template.
Keywords	12-point Times New Roman, centered, with left and right indentation of 0.5 inches. Italicize the label “Keywords.”
Section headings	Follow the heading hierarchy and bold or italic formatting shown in the template. Apply this formatting manually using the Normal style.
Table content	11-point Times New Roman.

Table and figure labels and titles	Use bold, numbered labels, such as “Table 1” or “Figure 1,” followed by italicized titles, as shown in the template.
Figures	Center figures and include a source citation when applicable.
References	10-point Times New Roman, left-aligned, with a 0.5-inch hanging indent.

4. AI Disclosure Policy [include if applicable]:

If AI-generated content is included, add an **acknowledgment** that specifies the tool, sections, and activities, for example:

During preparation of this manuscript, the authors used [AI system name] to [describe the task] in [identify specific sections, figures, or other content]. Its contribution was limited to [briefly describe the nature and extent of use]. The authors reviewed and verified all resulting content and accept full responsibility for the final manuscript.

If the use was limited to editing and grammar enhancement, a shorter voluntary disclosure would be appropriate:

The authors used [AI system name] solely to edit and improve the grammar of text written by the authors. The authors reviewed and approved all revisions.

5. Save Your Paper

Save your paper as a Microsoft Word document using this filename format:

CorrespondingAuthorLastName, CorrespondingAuthorFirstInitial - First Four Words of Title

Example:

Holyoke, L - Developing the Researcher Within

Use the corresponding author’s name, followed by the first four words of the paper title.

6. Complete the Author Agreement and Submit

Access the online submission form: [2026 AAACE Conference Proceedings: Author Agreement – Fill out form](#)

1. Review and complete the author agreement on behalf of all authors.
2. Upload your proceedings paper as a .doc or .docx file.
3. Select “Submit” to complete your submission.

The author agreement and paper upload are both part of the submission process.

7. Notification and Questions

You will be notified whether your paper is accepted, requires revision, or is rejected.

For questions, email proceedings@aaace.org.
