GUIDELINES FOR
PROPOSAL SUBMISSION

ARNOVA 48th Annual Conference | San Diego, California | November 21-23, 2019

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

PROPOSAL SUBMISSION

The ARNOVA Conference proposal submission system is online:

  www.arnova.org/submitproposal

All proposals must include an abstract (100 words or less) and a narrative description (1,000 words or less). Please note that the requirements for the narrative description vary depending on the type of submission. Please do not include information that identifies you as the author in the text of your proposal. Proposals must be submitted to one of the tracks delineated later in this document. If your submission does not align well with a track, submit to the newly created Open Track.

The system displays a Help button on all screens throughout the submission process. If you have any problems or questions, you can find answers here. This will be the quickest way to get an answer about the submission process. You can also contact our staff with your question by e-mailing conference@arnova.org. Emails are reviewed and replied to in the order they are received. Please allow 24 hours for a response.

The link to the on-line system is found on our website (www.arnova.org) under the button that says "Submit Proposals." (Note: please check "junk/spam" folder for the e-mail confirming the receipt of your proposals, as it is sent automatically by another system.)

Please review the "Preparation Checklist" at the end of this document, which lists the information you will need to assist you in the submission. Follow the instructions and it will make the process much easier.

You do not need to be a member of ARNOVA to submit a proposal, but you must be an ARNOVA member to present and attend the conference. All accepted presenters are expected to join ARNOVA and pay the conference registration fee. Check the ARNOVA website (www.arnova.org) for current membership rates.

THE REVIEW PROCESS

Proposals will be carefully reviewed by the Track Chairs and evaluated based on the clarity and potential contribution of the research question, demonstrated knowledge of the relevant literature, clearly articulated and appropriate methods, and well considered presentation of research findings and their implications. A double-blind review process will be used for all paper, poster, and panel submissions. A single-blind review process will be used for Colloquia and Lightning Research Roundtables (see below).

DIFFERENT TYPES OF PRESENTATIONS

1. Papers –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 November 1. (After accepting our invitation to present, not following through on the commitment will become a determining factor for future consideration to present at the Annual Conference.)

2. Panel – Panels are composed of preferably 4 papers that are pre-arranged to address a common issue or theme. Preference will be given to panels where individual contributors represent more than one institution, as well as panels with an identified chair and discussant. Proposals for panels must include a narrative description of the panel as a whole, as well as a separate narrative description of each paper. The panel organizer should indicate who will serve as the chair and discussant of the panel. Note: The same person can serve in both roles.

3. Lightning Research Roundtable - Lightning Research Roundtables create provocative, highly interactive discussions between presenters and audience members. The sessions consist of 5-7 "lightning" presentations that are prearranged and submitted together along with an engaged facilitator around a common theme or topic. Each presenter will have expertise in the topic area and will present the highlights of their empirical project (i.e., problem area, research question, methods overview, top findings, brief implications) in 5 minutes. Presentations will comprise half the session with the other half allocated to audience participation. Each roundtable will have a discussant who is intended to push both presenters and audience members in thinking about emerging themes and innovations in the topic area. These sessions are intended to be generative and include more audience involvement than traditional paper sessions. In lieu of a paper, roundtable presenters are required to submit to the discussant written answers to pre-arranged questions by November 1st.

4. Colloquium – A colloquium is a special interactive session that explores a single topic, preferably related to the conference theme. A colloquium is usually organized around 2 or 4 presenters offering some prepared comments on an important issue (e.g., political polarization and its impact on the sector, the use of nonprofit incorporation for public good and bad) with reference to a pre-specified set of questions. Colloquia also can be an important opportunity to bring together individuals from different disciplinary backgrounds. A limited number of colloquium sessions will be accepted. Evaluation of each colloquium will be based on rigor, potential for new insights, and relevance to the conference theme.

5. Poster – Posters are graphical presentations displayed during the conference. Poster presenters are expected to be with their poster at the designated presentation time. A well-conceived poster

should provide an easily comprehensible research question, methods, analysis, and findings. A poster presentation is the most appropriate submission type for early stage research.

HOW IT WORKS: PROPOSAL SYSTEM

If you are already in our database as an active or expired member, once you log into the proposal submission system, your name, e-mail address, and affiliation automatically appear in the respective fields for Submitter Information. The submitter must complete the Proposal Information sections.

If you are not in our database, you will need to create a guest account on the main page of the Proposal System before being able to submit. Please note: when you join ARNOVA via our website, www.arnova.org, please use the same e-mail address used to create your account for proposal submission. The Proposal System is updated daily from our database. This will reduce the number of duplicate records and log-in issues.

If there are multiple authors or papers you will add the author(s) and/or papers. If the submitter is also an author, be sure to add him/her as a presenter. To add another person as a presenter (i.e., author), chair, or discussant enter the person's last name in the search box, "Add Other Participants." Select the author's name from the list of search results. (Be sure to scroll down if the list is long and you do not see the person's name.) Do this for each person you need to add.

If you cannot find the author's name in the list, then they are not registered on the ARNOVA website. You can register the person by clicking the "Add Unlisted Person" button. Make sure you know the author's correct e-mail address and affiliation before you add a person and be absolutely sure the person's name is not in the list. Once you add the person, you must enter the person's last name in the search box, click "Lookup Person," and select the name from the list to add the person as a presenter, chair, or discussant.

Once you have provided all the required information, click the "Save and Submit" button at the bottom of the form to submit your proposal. A message will appear on your screen confirming your submission with a submission ID number. You also will receive an e-mail confirmation. This is your proof that ARNOVA has received your submission, so keep it as a record. Check your junk mail folder if you do not receive an e-mail confirmation. If your confirmation e-mail was sent to your junk mail folder, please mark it as not junk so you will receive future notifications regarding your proposal.

The deadline for non-member submissions is 11:59 PM EST, April 2, 2019
The deadline for member submissions is 11:59 PM EST, April 9, 2019

CRITICAL POINTS

(1) Paper and panel proposals will be considered by double-blind review. The reviewers will receive those 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) Colloquia and Lightning Research Roundtables are single-blind review. The proposals include identifying information for all participants.

(3) No individual should plan on presenting more than twice at this conference. You may serve as a chair or discussant in other sessions, but you must limit yourself to two presentations. We intend to assure that there is room for as many quality presentations as possible.

(4) You will be notified through e-mail in May of the status of your submission. Be sure to provide an e-mail address that you check regularly and will use throughout the process and on your ARNOVA membership (all presenters must be ARNOVA members and registered for the conference). All correspondence about your submission and the conference will be through e-mail.

(5) You can edit your submission at any time until the proposal system closes on April 2, 2019 for non-members and April 9th for members. For changes after the system closes you MUST complete the Change Requested form found on the ARNOVA website.

(6) If your proposal is accepted and you agree to participate, you must register for the conference by September 16 to guarantee a place on the program. (For multiple-author paper submissions, at least one author must register.)

(7) The conference begins at 8:00 AM, Thursday, November 21, and concludes at 12:00 PM, Saturday, November 23. All presenters should plan to attend the entire conference as requests for specific days or times for participation are generally not accepted due to the complexities of scheduling 1,000+ participants. In the case of religious observances or unusual family circumstances a scheduling request may be sent by email to mkmyers@arnova.org by August 1, 2019. Attempts will be made to accommodate these requests, but we cannot promise to be able to adjust presentation schedules to meet individuals' needs.

(8) We welcome volunteers and nominations for people to serve as Chairs or Discussants for paper sessions. You can sign up to serve in this role in the online proposal system at the bottom of the Main Menu page. Chairs will be assigned after all proposals have been accepted and scheduled.

PROPOSAL SUBMISSION TRACKS FOR THE 48TH ANNUAL ARNOVA CONFERENCE

For the 2019 conference we created a new track for Networks and Methodology to recognize the importance of methods to advance knowledge in our field. If your paper focuses primarily on methods, please submit to this track. Based on 2018 submissions we shifted emphasis of some tracks and created a new Open Track. If your paper does not fit neatly into one of the specified 14 tracks, please submit to the Open Track. The conference co-chairs will place accepted Open Track papers into sessions that best complement the research topic.

● **Conference Theme** – What role(s) do nonprofits play in a polarized world? How do nonprofits operate as forces that ameliorate or exacerbate these roles? How has civil society contributed to and/or been affected by dualisms? What role(s) does philanthropy play in changing political, economic, and social landscapes?

● **Accountability, Effectiveness, Evaluation, and Program Outcomes** – In what way(s) do nonprofits hold diverse publics accountable? Are these ways effective? To what extent do evaluation practices and metrics accurately capture the effectiveness of nonprofit and philanthropic action? What kinds of nonprofit and philanthropic programs are thriving or failing, and why?

● **Boards and Governance** – What important challenges do boards face—particularly in light of an increasingly divided world? How are these challenges being met? How are governance models adapting and/or changing? Are there novel board governance practices? What are the strengths and weaknesses of different models? Are certain board practices more/less associated with more positive/negative outcomes?

● **Civil Society, Community, and Grassroots Associations** – In what ways do third sector organizations contribute to democratic outcomes? How is globalization affecting civil society in different nations? What new forms of civil society are developing and what is the impact on the state and citizens? What are the drivers and implications of changing spaces for civil society? What is the role of social movements today? To what extent are new technologies changing the way organizing and voluntary action take place? What is the role of faith communities in advocating for and meeting human needs?

● **Collaboration: In, Between, and Among Sectors** – What is the role of collaboration in, between, and among nonprofit and philanthropic organizations? With whom do nonprofit and philanthropic organizations collaborate? What are the implications of collaboration in the nonprofit and voluntary

sector? What tools, methods, and theories help us understand collaborative activity within and across sectors?

● **Networks and Methodology * New for 2019*** – What methodological approaches help us to better understand the role and function of nonprofit and philanthropic organizations? How do we measure the connectedness of nonprofit and philanthropic organizations within and between one another, communities, and societies? What methodological techniques can we utilize to research the role of social media in connecting nonprofits to various publics? How can we harness big data to answer big questions?

● **History, Religion, and Arts** – How do philanthropy and nonprofit organizations express and navigate competing religious, ethical, and political values? What are historical trends in practices, purposes, and forms of charitable organization? What role(s) do art and creative spaces play in defining the practices of civil society?

● **Innovation and Entrepreneurship** – To what extent are novel approaches to social change or service delivery re-defining the work of the nonprofit and philanthropic sectors? What new (or hybrid) organizational forms are emerging? What are the implications of these forms?

● **Management, Leadership, and Strategy** – What shifts in nonprofit management practice have occurred in recent years? What are the implications of these shifts? Are nonprofit leadership styles changing? If so, how, and why? Are nonprofit and philanthropic organizations adopting new strategies in response to changing circumstances and public values? How do management and leadership practices vary among nonprofit and philanthropic organizations—particularly among organizations with vastly differing purposes?

● **Philanthropy, Fundraising, and Giving** - How is the concept and practice of philanthropy evolving? How is giving changing? Are donors and fundraisers shifting their behaviors? If so, how? How do mechanisms of giving operate in different contexts?

● **Public Policy, Law, Regulation, and Advocacy** - What role(s) do nonprofits play in the policy process? What laws and regulations govern nonprofits and do they need to adapt to changing environments? How do nonprofits advocate for policies and their missions?

● **Research to Practice** – From a practical perspective, what are the major challenges facing nonprofit policy and operations that scholarship can help address? What measures, methods, and outlets are useful for assessing the reach and impact of nonprofit scholarship?

● **Teaching and Education** – What are the epistemological foundations of nonprofit scholarship? What pedagogical practices are we using to prepare the next generation of nonprofit leaders? To what extent should nonprofit academic programming change with the times?

● **Voluntarism and Volunteering** – How is voluntarism changing in the current environment? What new or additional knowledge, skills, and abilities are needed by volunteers? What contributions do volunteers make to civil society?

● **Open Track *New for 2019*** – If your paper focuses on a topic that does not fit neatly in one of the above tracks, please submit here. Accepted papers will be placed in panels complementary to the research focus.

PREPARATION CHECKLIST FOR PROPOSAL SUBMISSIONS

Why this Checklist? — Submitting your proposal to make a presentation at ARNOVA's Conference will go much more smoothly and quickly if you have everything you need right at hand. The system will allow you up to an hour to complete your submission, more time than we think anyone would need. But, please note, if you exceed that hour limit, the system will time out, and it has no capacity to save your incomplete work. So, please, take advantage of this list, and assemble the data and documents you will need in advance.

NOTE: Authors will appear in the order they are submitted. All authors and co-authors will appear in the final program.

For Paper Presentation Proposals, you will need:

1. Your required information as the proposer/author, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for any co-authors.
3. The title of the paper (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the paper (100 words or less).
5. The narrative description (1,000 words or less) including the following:
   a. Problem or issue that is being studied with a clear research question;
   b. Topic's relation to the state of knowledge in the field (including relevant literature);

c. Methodological approach (including analytical strategy and data sources);

d. Findings (for empirical papers) or new conceptual argument (for conceptual papers);

e. Contribution your work makes to the field;

f. Bibliographic references;

g. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first. Track chairs will use keywords to sort papers into sessions.

For Panel Presentation Proposals, you will need:

1. Your required information as the panel proposer/organizer, which includes:
    a. First & Last Name
    b. Affiliation
    c. Phone #
    d. E-mail Address

2. The same required information for all authors (and co-authors) of papers to be included in this panel – you will be entering their paper proposals.

3. The title of the panel (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.

4. The abstract of the panel (100 words or less).

5. The narrative description of the panel (1,000 words or less, including references).

6. Then, for each paper to be part of this panel, including your own (if you are presenting), you will need:

    a. The title of the paper (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.

    b. The abstract of the paper (100 words or less).

    c. The narrative description (1,000 words or less, including references)
        i. Problem or issue that is being studied with a clear research question;
        ii. Topic's relation to the state of knowledge in the field (including relevant literature);
        iii. Methodological approach (including analytical strategy and data sources);
        iv. Findings (for empirical papers) or new conceptual argument (for conceptual papers);
        v. Contribution your work makes to the field;

     vi. Bibliographic references; and

    vii. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first. Track chairs will use keywords to sort papers into sessions.

NOTE: If you are planning to be part of the panel as a presenter, chair, or discussant you must enter your information in that role in addition to being the session organizer. Session organizers are not included in the online or print program.

For Lightning Research Roundtable Proposals, you will need:

1. Your required information as the roundtable proposer/organizer, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for all presenters.
3. The title of the roundtable (20-word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the roundtable (100 words or less).
5. Description of the roundtable goal (1,000 words or less) including:
   a. Central theme or provocative idea of the roundtable;
   b. Why debating or discussing this issue is critical at this point in time;
   c. The variety of perspectives that the participants will use to engage the audience; and
   d. The ways in which you will create a lively, interactive sessions.
6. Then, for each presenter, including you (if you are presenting), you will need a short bio highlighting the presenter's relevant academic or professional expertise and what their expected contribution to the roundtable is.
7. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most

important (e.g., nonprofit governance, philanthropic giving) list that first. Track chairs will use keywords to sort papers into sessions.

NOTE: If you are planning to be part of the roundtable as a presenter you must enter your information in that role in addition to being the session organizer. Session organizers are not included in the online or print program.

For Colloquium Presentation Proposals you will need:

1. Your required information as the colloquium organizer, which includes:
    a. First & Last Name
    b. Affiliation
    c. Phone #
    d. E-mail Address
2. The same required information for all presenters to be included in this colloquium.
3. The title of the colloquium (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the colloquium 100 words or less).
5. The narrative description of the colloquium (1,000 words or less, including references).

NOTE: If you are planning to be part of the colloquium as a presenter, chair or discussant you must enter your information in that role in addition to being the session organizer. Session organizers are not included in the online or print program.

For Poster Presentation Proposals you will need:

1. Your required information as the proposer/author, which includes:
    a. First & Last Name
    b. Affiliation
    c. Phone #
    d. E-mail Address
2. The same required information for any co-authors.
3. The title of the poster (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the poster (100 words or less).
5. The narrative description (1,000 words or less) including:
    a. Problem or issue that is being studied with a clear research question;

b. Topic's relation to the state of knowledge in the field (including relevant literature);

c. Methodological approach (including analytical strategy and data sources);

d. Findings (for empirical papers) or new conceptual argument (for conceptual papers);

e. Contribution your work makes to the field;

f. Bibliographic references; and

g. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first. Track chairs will use keywords to sort papers into sessions.