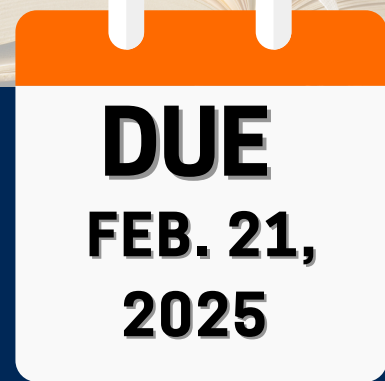


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-  Write with administrators in mind as your audience.
-  Integrate research-based management, instructional theory, and practical field experience for a comprehensive approach.
-  Ensure submissions are outcome-driven rather than proposal-oriented. Employ an active voice throughout, utilizing third person as much as possible, and incorporating first person only when it enhances the reader's experience.
-  If the submission was previously printed, include permission to reprint.
-  Incorporate a brief, twenty-five words or fewer, biographical overview of the writer.

-  Single-spaced Word document or Google Doc, Times New Roman 12-point font.
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-  Embed any charts, figures, pictures, or tables as a PDF at the relevant positions.
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