

The E.I. Journal

7th Annual Institute for Emotional Intelligence

Developing Excellence in Teaching and Leadership

El Tropicano Riverwalk Hotel • San Antonio, TX

February 22-26, 2010

Background

The Institute for Emotional Intelligence (EI) is a self-sustaining education initiative whose mission is to promote and facilitate the exchange of applications, best practices, and the latest research connected with the education-based theory of EI. The annual conference provides a comfortable and relaxed self-directed facilitated learning environment through classroom sessions, poster displays, and numerous networking opportunities in the areas of K-12 Education, Higher Education, Business & Government, and Health & Wellness. As practitioners and researchers in these demanding and constantly changing areas, we are challenged to learn from one another about using EI to develop cultures of teaching, leadership, service, and organizational excellence.

The E.I. Journal is a peer reviewed publication that focuses on the annual conference proceedings. Papers based on presentations from the 2010 Institute for Emotional Intelligence may be considered for publication in *The E.I. Journal*. Programs may be presented at the conference and not published in the journal. Programs for presentation should be submitted separately using the Call for Presentations for the 7th Annual EI Conference. Presenters who would like their work and article included in *The E.I. Journal* must adhere to the guidelines provided herein.

Preparation of Paper

Papers must be submitted by December 1, 2009 for consideration in the 2010 issue of *The E.I. Journal*.

- Prepare a paper of no more than 20-25 pages including title page, abstract, reference, and appendices.
- All manuscripts are to be double-spaced including references.
- Allow 1" margins on all sides and use 12-point Times Roman font.
- Submit as MS Word file only.
- Title page should be numbered page 1 and include the article title, name(s) of author(s), author affiliation, e-mail address, and running head.
- Begin the abstract on a new page and identify it with the running head and the page number in the upper right-hand corner of the page. The abstract should be no more than 50 words.
- Begin text on page 3 with the title centered at the top of the page.
- Begin the reference list on a new page.
- If applicable, begin appendix section on a new page titled APPENDICES. Then begin each appendix on a new page sequentially lettering each one with appropriate title.
- Use the Publication Manual of the American Psychological Association (6th ed.) as a guide for style and manuscript format, including figures, tables, and references.

- At the end of the paper, include a brief bio for each author using the following format: [Last name], [First name and initial], is a [title/ position] at [Institution/Organization]. [Maximum of four sentences describing experience, expertise,, and/or research and professional interests].
- Minor editing is anticipated if article is accepted, so please carefully proofread before submission.
- Do not submit previously published or in-press material or a manuscript that is under consideration for publication in another periodical.

Submission of Paper

Submit all manuscripts via e-mail attachment to rick@eilearningsys.com. Please include your cover letter in the body of the e-mail, and make sure the manuscript is prepared for anonymous review. The title page will be removed before being sent to reviewers. All tables and figures must be included and properly formatted within the electronic file (i.e., they will not be accepted separately). You may review instructions and procedures at http://www.regonline.com/2010_EI_Institute under the tab for "Flyers."