### AUTISM\_PCP: IO2 – Tools/guidelines for facilitators

# Useful Information / Guidelines

### Guidelines:

1. Each **subchapter** should be between **1000 and 2000 words long** (or roughly 2 to 4 pages with formatting of 1inch margins, 12 point Times New Roman font and minimal spacing elements )

2. For drafting your chapters **use the resources** that can be found **in the google drive** (link: <https://drive.google.com/drive/folders/1USf8wxO1VAyS7BdmRPKdYqPOYjcmDabs?usp=sharing>)

3. For the partners that will be involved in the **chapters 4,5,6 and 7**, please **consult** the document **“Review chapters IO2”** for the basic points mentioned

4. Try to **use** **mostly** **the** **resources** **provided** and only consult additional ones if you really feel that you are lacking important information. In case you do so, please use specific references in order to be properly included in the bibliography section. In the section “**References**” of this document you can find ways to reference your resources.

5. Try to be mindful of the terminology used / critically review your work for unintended bias

6. If you want to include **examples from experience / countries / cultural approaches**, **use *italics***and mention it

7. To understand what we mean by cultural approaches and biases, read the document “Culturally sensitive practice and facilitator qualities” that can be found on the drive (link above)

8. Try to be concise and clear. Use simple language and easily understandable descriptions.

### Useful information

1. Resources to use can be found in the google drive (link: <https://drive.google.com/drive/folders/1USf8wxO1VAyS7BdmRPKdYqPOYjcmDabs?usp=sharing>)

2. The resources are separated into the following folders

a. IO1 publication and templates [for those responsible for chapters 1, 2 and 3]

b. IO2 research [for those responsible for chapters 4,5,6 and 7]

*Note: of course you can use all references but the most important information for your work can be found it the specified folders.*

3. Consult the document “IO2 Chapter Structure and Responsible Partners” for the structure of your chapters

4. If you really feel the need to, you can suggest changes in your chapter’s structure but keep in mind to not change entirely the objectives

### References

To include additional resources to your chapters, you can use the following referencing formats as seen in the “[Formatting Guidelines for Allied Academies Publications](https://www.alliedacademies.org/publication-guidelines.php)”

#### Citing a Journal Article

Carland, J.W., F. Hoy, W.R. Boulton & J.A. Carland (1984). Differentiating entrepreneurs from small business owners. *Academy of Management Review, 9*(2), 354-359.

#### Citing an Online Journal Article

Fredrickson, B.L. (2000). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment, 3,* Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/> volume3/pre0030001a.html

#### Citing a Book

Carland, J.W. & J.A. Carland (1999). *Small business management: Tools for success (Second Edition)*. Houston, TX: Dame Publishing.

#### Citing an Article in a Magazine

G. Gendron & B. Burlingham (1989, April). The entrepreneur of the decade: An interview with Steve Jobs, *Inc.,* 114-128.

#### Citing a Proceedings

Carland, J.A., J.W. Carland & W.H. Stewart (2000). The indefatigable entrepreneur. *Proceedings of the Association of Small Business and Entrepreneurship*, 168-180.

#### Citing a Presentation

Ensley, M.E., J.A. Carland & J.W. Carland (May, 1998). The lead entrepreneur. Presented to the *Babson College Entrepreneurship Conference*, Gent, Belgium.

#### Citing an Article in a Book

Brockhaus, R. H. (1982). The psychology of the entrepreneur. In C. Kent, D. Sexton, & K. Vesper (Eds.), *Encyclopedia of Entrepreneurship* (pp. 39-57). Englewood Cliffs: Prentice-Hall.

#### Citing an Internet Source

*GVU’s 8th WWW user survey*. (n.d.) Retrieved August 8, 2000, from <http://www.cc.gatech.edu/>gvu/ usersurveys/survey1997-10/

#### Citing a Dissertation

Carland, J. W. (1982). *Entrepreneurship in a small business setting: An exploratory study.* Unpublished doctoral dissertation, University of Georgia.

#### Citing a Film

R. LaPointe & H. Glazer (Executive Producers) (1992). *H. Ross Perot: A vision for success in the ‘90s.* Boston, MA: Goldhirish Group, Inc.