Guidelines for the Electronic Submission System

The Southeastern Psychological Association (SEPA) uses an Electronic Submission System (ESS) to collect and process proposals for the Annual Meeting. The purpose of this document is to assist the user/submitter in getting started and navigating through the ESS.

Getting Started. The URL (i.e., internet address) for the new ESS is:

https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FSEPA2018

A direct link to this URL can also be found on the SEPA website. Any new user will be required to set up an account, which includes establishing a username and password. **Important note -** all users will be required to input an email address (i.e., username) and create a password to gain access to the ESS, even if they submitted a proposal in previous years (i.e., the ESS is established on a year-to-year basis, and a database of users from previous years <u>does not</u> exist).

Click on the "Create Account" link that appears to the right of the blue "Login" cell. In the next page that appears, input the requested information and click the "Register" button at the bottom of the page. After completing the sign up process, you will be able to access the ESS and submit your proposal(s).

Submitting a Proposal. After logging in to the ESS, a page labeled "Conference List" should appear, along with a direct link labeled "64th Annual Meeting of the Southeastern Psychological Association." To begin the submission process, click that link. The "Author Console" page should then appear. In the Author Console, click the button labeled "+ Create New Submission." A new page will appear titled "Create New Submission" which contains a welcome message followed by all necessary steps to complete the submission.

Before proceeding, the user is strongly encouraged to review the "Rules for Submission", "More Information on Session Types", and "How to Submit Your Proposal" documents, which can be found on the SEPA website. Submissions must conform to the guidelines outlined in these documents; otherwise, they will NOT be considered for acceptance.

To begin, input a title for the submission in the cell indicated (Please note – there is no cell to input an abstract as was the case in previous years – an abstract is NOT required for the submission process). After inputting the title of the submission, the user will have an opportunity to add secondary presenters (i.e., "Authors"). To do so, input the author's email address in the cell labeled "Email," then click "+Add". If the presenter(s) is already registered, he/she should be immediately recognized and included among the list of authors. However, if the presenter(s) has not yet established an account, the user will be asked to create a new profile for the secondary presenter(s), to include first name, last name, and organization affiliation. After all secondary presenters have been

added to the "Author" list, the user may rearrange the order of the presenters by highlighting a presenter and then clicking on the arrow icons to the right of the list. If necessary, presenters may also be removed from the list by clicking the "X" icon.

After inputting all authors of the submission, the user must then select at least one primary subject (or content) area that most closely associates with the topic of the submission. Up to two secondary subject areas may also be selected.

Before uploading the submission, two important considerations must be noted. First, the ESS will only accept Word documents (".doc" or ".docx") or PDF files. Second, the user is strongly encouraged to review his/her submission document to ensure it conforms to the format outlined in the "How to Submit Your Proposal" document (found on the SEPA website). **The submission file should NOT contain any author's name or other any personally identifying information (i.e., do not use identifying information in the file name or anywhere in the submission document).**

To upload the submission, the file(s) can either be dragged/dropped into the cell labeled "Drop files here" or the user may click the "Upload from Computer" button.

Lastly, the "Additional Questions" must be answered before the ESS will allow the submission to be completed, with the exception of #s 7 and 8 (i.e., if you do not intend to participate in either of the awards competitions indicated, you may skip these items). NOTE – regarding #s 9 and 10, only full members may volunteer to review proposals or serve as session chairs for the meeting.

Be sure to click the "Submit" button at the bottom of the page to complete your submission.

Final note - the user may log back into the ESS at any time and make edits/revisions to the submission up until the deadline for submissions has elapsed. To do so, log in to the ESS and in the Author Console, click on the "Edit Submission" link for the submission to be edited.