

# How to Submit Your Proposal

The submission process for most presentation styles is conducted online via the Electronic Submission System. Please DO NOT send any additional materials (hard copy, CD-ROM, flash drive, etc.) to the SEPA Administrative Office.

## The Electronic Submission System

The Electronic Submission System (hereafter - ESS) will **open on Monday, August 14, 2017 at 12:00 a.m. Eastern time.**

For further, detailed information about using the ESS to submit your proposal, please review the "Guidelines for the Electronic Submission System" document, located on the SEPA website. To begin the process, the submitter will need to create a new account for the software, including (1) entering a valid email address to be used as a username, and (2) creating a password to gain access into the system. Please make note of these two important pieces of information because they will be needed for re-entry into the ESS at a later time, if necessary.

## Online Submission Availability

Submitters may edit their proposals until the submission deadline has elapsed. Simply log back into the ESS and in the Author Console click the "Edit Submission" link for the submission to be revised. Please note that traffic on the ESS may become heavier as the deadline for submissions draws near, so it is possible that submitters may experience difficulty logging into the site or that processing time may be very slow. **The ESS will close on Tuesday, October 10, 2017 at 6:00 p.m. Eastern time.** Submitters will NOT be able to make any revisions or changes to their submission(s) after the deadline has elapsed.

## Online Submission Elements

All submissions must be prepared in electronic form (.doc, .docx, or .pdf files only). The submission title must be entered into the appropriate cell in the ESS (Please do NOT use a personal name or identifying information in the file name). Summaries must be uploaded as an electronic file. The text entered into the ESS is actually used to construct the meeting program, so please be sure to adhere to the instructions closely.

All submissions should adhere to the following:

1. Proposal Title - title should not exceed 10 words.
2. Content Areas – please select from the following categories one primary area and up to two secondary areas:

Addictions/Substance Abuse  
Aggression/Violence  
Animal Behavior/Ethology/Comparative  
Clinical/Counseling  
Developmental  
Diagnosis  
Educational/School Psychology  
Emotion/Motivation  
Ethnic Minority/Cross-Cultural  
Forensic Issues  
Gender Roles  
Health Psychology/Behavioral Medicine  
History & Systems

Human Factors  
Industrial/Organizational  
Learning & Cognition  
Measurement/Evaluation  
Methodology/Statistics  
Cognitive Neuroscience/Physiological  
Professional Issues  
Religion/Faith  
Sexuality/Sexual Behavior  
Social/Personality  
Teaching of Psychology  
Therapies

3. Proposal document – a detailed yet concise summary of the proposal, consisting of no less than 300 words and no more than 500 words (references are excluded from the word count), that is prepared as a Word document (.doc; .docx) or PDF.

**Authors/Participant List (including coauthors who are not presenting):**

During the submission process, the submitter will be asked to list information for each participant, including coauthors who will not be attending the meeting:

- First, last name, affiliation
- Email address
- For Symposia and Panel Discussions, the role of each participant in the session. List chair first, then presenters with any coauthors, and finally the discussant(s).

Note - if participants have already created their own ESS account, their information will appear once the submitter inputs their email address in the system.

Please include all authors of the submission, regardless of whether they will be physically present at the session. The names and affiliations of all authors/participants input into the ESS will be used to create the participant list and the meeting program.

**Document Formatting and Preparation before Submission:**

(NOTE - CE Workshops adhere to different preparation guidelines and procedures. See “NOTE” at the bottom of this document.)

Before you upload your submission document into the ESS, you must ensure that it conforms to the following format in order for SEPA to process your submission. As noted above, it must be saved and uploaded either as a Word document (.doc, .docx formats only) or as a PDF (.pdf).

It is very important to prepare the document as outlined below. Your file should adhere to the following requirements:

- 1-inch margins, 12-point “Times New Roman” font
- DO NOT use special characters, special margins, fonts, or tab stops
- Do not use all capital letters except where indicated
- Single spacing, except where indicated

Your file should contain the following information (in order):

1. Line 1 - Desired format of proposed session (Paper, Poster, etc.).
2. Line 2 – Type the word “TITLE” (in all CAPS).
3. Line 3 – Type the title of the proposed session (no more than 10 words).

4. Line 4 – Type one of the following sentences:

“Data are fully collected” or “Data collection is in progress”

5. Enter two blank lines (i.e., Lines 5 & 6).

6. Lines 7 and beyond – insert the body of your proposal.

7. If your submission is a PAPER or POSTER, be sure to omit names or other information that could identify the author(s) (e.g., do not use terms such as “we” or “our work” with accompanying citations to the author’s previous work).

8. Upload as an electronic attachment the full text of the proposal, including tables, figures, and references as needed according to the specifications outlined above. The proposal should contain a minimum of 300 words to a maximum of 500 words that describes the submission in enough detail so reviewers can evaluate it appropriately. (Word count excludes tables, figures, and references.) (Proposals for the CEPO Student Research Awards for Research on Minorities and Women have a different requirement - please see “NOTE” below).

**\*\*NOTE\*\* - Instructions for submitting CE Workshop proposals**

CE Workshops require you to complete a “Workshop Proposal” form, which can be found on the SEPA website. Please complete the application form, save it as either a Word document (.doc, .docx) or a PDF (.pdf) and send it directly to Dr. Jared Keeley, the SEPA CE Director (jwkeeley@vcu.edu). **Please do not upload workshop proposals to the ESS.**

**Receipt of Proposal Confirmation:**

When you’ve completed your submission in the ESS, you should be directed to a screen titled “Submission Summary”. Please print a copy of this summary for your personal records.