

Rules for Submission

Who may submit a proposal? Any Full Member or Student Affiliate Member of SEPA whose membership dues are current may submit a proposal. Full Members (professional or Advanced Graduate Student Members) may sponsor submissions by non-members, but may only submit (sponsor) two proposals on which they are not participants. Student Affiliate members may submit their own work but are not permitted to sponsor submissions for others.

What does sponsorship of a nonmember involve? A Professional or Advanced Graduate Student member who sponsors a proposal by a nonmember is responsible for providing the nonmember with all information about registration and hotel arrangements and for forwarding all messages about the submission. All correspondence concerning the proposal will be sent to the sponsor, who is responsible for forwarding it to the nonmember. Furthermore, the sponsor must agree with the following statement: "I certify that all those whose names are listed as participants in this session have agreed, barring an emergency situation, to participate in this presentation at the upcoming SEPA convention, and I will forward information about this proposal to all listed participants." The submitting member may, but need not, be a participant in a maximum of two such submissions.

Scheduling of sessions. Individuals are expected to participate at the time scheduled by the Program Committee, as indicated in the meeting program.

Eligibility of presentations (other than CE Workshops). Except by special invitation from the Program Chair, no presentation that has been previously presented at any meeting/conference venue, or already accepted for presentation at another conference/meeting should be submitted. A proposal should not be submitted simultaneously for review by any other international, national, regional, or state meeting. If permission must be obtained from a sponsoring organization to allow the presentation of data or other information, such permission should be secured PRIOR to submission. Authors should clearly state the status of data collection and analysis in their proposals (Please see the "How to Submit Your Proposal" document located on the SEPA website). For papers and posters, it is expected that empirically based proposals reflect completed research, or at least work that is complete enough in terms of data collection and analysis such that preliminary conclusions can be drawn and reported. Reviewers will be instructed to use discretion in evaluating proposals based on incomplete studies. Proposals for conceptual or theoretical presentations will be evaluated on the basis of stage of completion as well as quality.

There are several available session formats. Please choose the one that best fits your submission.

1. **Open Format Requirements:** (Papers, Posters, Conversation Hours, and Interest Groups).

These require a description of a single presentation.

A proposal document consisting of a minimum of 300 words to a maximum of 500 words (excluding references) that describes the submission in enough detail so reviewers can evaluate it effectively

NOTE – an abstract is NOT required to complete the submission process.

NOTE #2 – highly rated posters that are submitted by Full Members may become eligible for the Outstanding Professional Paper Award. In such instances, the primary author will be contacted directly and requested to turn his/her submission into a paper presentation.

NOTE #3 – Full Members with fewer than seven years of professional experience can self-nominate their presentation to be considered for the Early Career Research Award. Occasionally, proposals of very high quality are designated as finalists for both the Outstanding Professional Paper Award and the Early Career Research Award through separate committee

review processes. In these instances, the author must choose to participate in one awards program or the other, but may not participate in both.

2. Multiple Presenter Format Requirements: (Symposia and Panel Discussions)

These require a description of more than one part of a collaborative presentation.

300-500 word summary description, excluding references, of the session. (**NOTE** – an abstract is NOT required as part of the submissions process)

Summary of each individual's contribution (maximum 500 words each excluding references).

May include one (1) or more discussants, but this is not required (Note: Discussants cannot discuss their own papers).

If a discussant is included, a summary of the discussant's comments is not needed.

The submitter must agree with the following statement: "I certify that all those whose names are listed as participants in this session have agreed, barring an emergency situation, to participate in this presentation at the upcoming SEPA convention; and I will forward information about this proposal to all listed participants."

3. Workshops:

Download the Workshop Proposal form from the SEPA website. When it is completed, submit the form along with other related submission materials directly to the SEPA CE Director, Dr. Jared Keeley (jwkeeley@vcu.edu). Please do NOT upload CE Workshop proposals to the Electronic Submission System (ESS).

Review of submissions. Proposals submitted for presentation through the ESS are blind reviewed by at least two members of the Program Committee. Workshops are selected at the recommendation of the CE Director.

Attendance and citation. Submission of a proposal is taken as agreement to present (upon acceptance) at the day/time scheduled, as indicated in the program, and to allow individuals to cite your presented work in their future research.

Note - for paper sessions, symposia, and workshops, LCD projectors and laptops will be provided. However, Internet access is NOT available in any of the meeting rooms.

Notification of acceptance - The Program Committee will notify the person listed as the primary author about acceptance or rejection within a few weeks of the submission deadline (Tuesday, October 9, 2018). The primary author should forward this information to all of his/her coauthors and/or participants. Submissions that violate any of these rules for participation and/or electronic format WILL NOT be reviewed.