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 Central Office.

The Electronic Submission System (please see ESS directions on p. 4 of this document)

The Electronic Submission System (hereafter - ESS) will *open on Thursday, August 15, 2019 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" on p. 4 of this document. To begin the process, the submitter will need to create a new account for the ESS, 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 8, 2019 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 sub-disciplines one primary area and up to two secondary areas:

Addictions/Substance Abuse	Human Factors
Aggression/Violence	Industrial/Organizational
Animal Behavior/Ethology/Comparative	Learning & Cognition
Clinical/Counseling	Measurement/Evaluation
Developmental	Methodology/Statistics
Diagnosis	Cognitive Neuroscience/Physiological
Educational/School Psychology	Neuroscience Data Blitz
Emotion/Motivation	Professional Issues
Ethnic Minority/Cross-Cultural	Religion/Faith
Forensic Issues	Sexuality/Sexual Behavior
Gender Roles	Social/Personality
Health Psychology/Behavioral Medicine	Teaching of Psychology
History & Systems	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 that 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 that are identified as finalists for the Outstanding Professional Paper Award and the CEPO Student Research Awards for Research on Minorities and Women require submission of full-length papers prior to the annual meeting. Finalists will be contacted ahead of time by the appropriate committee chair to inquire about their willingness to participate.

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.

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=%2FSEPA2020%2F

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 are required to input an email address (i.e., username) and create a password to gain access to the ESS.

For new users (never previously used the ESS):

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).

For previous users (uploaded a submission anytime between 2017-2019):

Users of previous versions of the ESS (i.e., 2017-2019) should be recognized in this year's version. In other words, a common database has been created that should carry over from year to year. If you created an ESS account in any of the past three years, simply use the email address and password you previously entered. If you are unsure of your password from previous years, click "Reset Password" at the top of the login page and follow the indicated procedure.

For users who were co-authors on a previous submission, yet have not personally uploaded a submission into the ESS

In the event you were previously included as a co-author of a submission, your email address may already be entered into the system. To start, follow the "new users" procedure outlined above. In entering your email, if you receive an error message indicating "Email is already being used" this means your email address is already recognized in the system and may not be duplicated. Revert back to the login page, click "Reset Password" at the top of the page, and follow the indicated procedure to gain access.

Submitting a Proposal. After logging in to the ESS, a page labeled "Conference List" should appear, along with a direct link labeled "66th 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 Members may volunteer to review proposals or serve as session chairs for the meeting (no students, please).

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

Final notes:

1. After you click "Submit" you will be directed to a page that reads "Edit Conflicts of Interest". You do not need to do anything on this page – simply click "Done".

2. On the "Submission Summary" page, you have the option to either print your summary or have it emailed to you. Click the indicated button in the top right corner of the screen to select either option.

3. 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.