

68th Annual Meeting of SEPA
March 23-26, 2022
Hilton Head Island, SC

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 (paper copy, flash drive, disk, etc.) to the SEPA Central Office.

The Electronic Submission System (hereafter - ESS) will open September 1, 2021

All proposals should be uploaded into the ESS unless indicated otherwise by the SEPA Program Chair or Administrative Officer (Note – proposals for the CEPO Undergraduate Research program should be uploaded in the CEPO submission portal. Additional details can be located on the SEPA website).

SEPA is transitioning to a new Electronic Submission System as part of our preparations for the 2022 Annual Meeting. Anyone who wishes to submit a proposal for the SEPA Annual Meeting Program will need to register as a “First Time User.”

Navigate to: <https://www.xcdsystem.com/sepa/abstract/index.cfm?ID=lqnAA1w>

On the landing page, click the “Click Here to Create a Profile” button and follow the prompts. You 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. Click “Next” when finished.

If another author has already entered your email address, you will see a statement that reads, “Your email address is already in the system”. You may either instruct the system to send a link to your email such that you may reset your password (recommended), or you may instruct the program to send to your email inbox a “Magic Login Link” that will grant you immediate access to the submission system (although this option will require you to reset your password at a later time).

After you have successfully gained access to the system, you will encounter a page with multiple button options – “Join SEPA” and “Renew Member Dues” (membership management), “SEPA Submission” “CEPO Submission 2022” and another button for reserving hotel accommodations. Click “SEPA Submission”.

In the new window that appears, click the “Click Here to Start” button under “New Proposal.” You will be prompted to (1) create your submission and then (2) add any co-authors.

In creating your submission, all areas denoted with a red asterisk must be completed. Please note that additional prompts to be completed will appear based

on whether you identify yourself as a student (i.e., “Primary Author Student Status”). When all fields have been completed, click the “Submit Proposal” button at the bottom of the screen.

You will then have the option to add co-authors to your submission. Under “Add New Author” enter the co-author’s last name followed by his/her first name, separated by a comma (i.e., “Hanchon, Timothy”) in the appropriate field. If the co-author’s name is not already listed in the system and/or not immediately recognized, you will need to input his/her information by clicking, “I have looked for my Author and they do not exist”. From there, you may enter as much information as you wish about the co-author, but only his/her email address is necessary. Click the “Add Co-Author” button when finished and repeat this process as many times as needed to add all co-authors. When you are finished, scroll back to the top of the screen and click, “Click here if you are finished editing your Co-Authors.”

When you are finished with your submission, you should receive a confirmation email with the subject heading, “Proposal Received.” Please be sure to check your spam/junk folders if you do not receive a confirmation email.

Online Submission Availability

Submitters may edit their proposals until the submission deadline has elapsed. Simply log back into the ESS and click the “Edit Proposal” button 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 SEPA ESS will close on Tuesday, October 19, 2021 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 passed.

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 other 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. Please adhere to Title Case when entering your title into the system (i.e., Your Title Should Look Like This)
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	Teaching of Psychology
Medicine	Therapies
History & Systems	

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 co-authors 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 name 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
- DO NOT include any identifying information anywhere in the submission file, including the name of the file itself
- 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”
 - “Data collection is in progress”
 - “Conceptual and/or theoretical proposal”
5. Enter two blank lines (i.e., Lines 5 & 6).
6. Lines 7 and beyond – insert the body of your proposal.

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.

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, the Early Career Research Award, and the CEPO Award for Justice, Equity, Diversity, & Inclusion 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 (sepaonline.com). 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.**