

Instructions for Submitting an NCFR Annual Conference Proposal

Oxford Abstracts, the online submission database for NCFR conference proposals, has been redesigned to improve your experience submitting a proposal.

To begin, [log in](#), fill out your biographical information, and set a password. You will then be directed immediately to the submission process. Mandatory steps are indicated with an asterisk (*) and must be filled out before you can complete the submission process.

Screenshots of the steps of the submission process follow.

In this instructional document, question headings are shaded teal. Notes from NCFR staff are shaded yellow.
Note: You will not see any shading in the Oxford Abstracts system itself.

To begin the submission process, log in at: <https://app.oxfordabstracts.com/stages/368/submission>

Enter your email address to log in or register

Email address: cindywinter@ncfr.org

You will then be asked to finish some biographical information.

Enter your email address to log in or register

Email address: cindywinter@ncfr.org

Create your account

Repeat Email: cindywinter@ncfr.org

Title

First name

Last name

Password(must be 6 characters or more)

Repeat Password

Click the Register button and you will move to the next question.

This information will be used by the event organizer to communicate with you about matters relating to the event. By using the system, you agree to our [terms of service](#) and [privacy policy](#).

80th NCFR Annual Conference, November 7-10, 2018

Use the form below to make a new submission. Alternatively you can [Amend A Previous Submission](#)

A welcome message will appear first.

Welcome to the National Council on Family Relations 2018 Conference Proposal Submission Database!

Please fill out the form below.

Please note: Any field marked with an asterisk (*) is a mandatory question which must be completed prior to your proposal being submitted.

Also note that proposals to the Theory Construction & Research Methodology and Affiliate Councils Workshops have a different proposal submission process. Please see the *NCFR Call for Proposals* at <https://www.ncfr.org/call-for-proposals>.

After your proposal is submitted, you will receive an email acknowledging that your submission is complete. The proposal submission deadline is March 1, 2018, 11:59 p.m. Pacific Standard Time.

If you have questions about proposal content, contact the **section chair** to whom you will submit your proposal. Find email addresses on pages 6-11 of the *NCFR Call for Proposals* at <https://www.ncfr.org/call-for-proposals>

For questions about the online submission process, contact **Cindy Winter** (cindywinter@ncfr.org).

Spam filters: Before submitting this form, make sure your email system is set to allow emails from: support@oxfordabstracts.com, sendmail@oxfordabstracts.com, and cindywinter@ncfr.org.

* - indicates field is mandatory

Authors and Employers

You MUST enter the names of ALL authors in your presentation here - including yourself if you are an author - in the order in which you wish them to appear in the printed text. Names omitted here will NOT be printed in the author index or any online or printed programs.

Privacy Statement:

This information will be used if it is necessary to get in touch with you about your submission(s) or provide information to you about the conference. Your information will not be sold to a third party.

The next fields are to submit the names and biographical information needed for all authors of your presentation. Start with the first author, followed by your co-authors.

Author 1

Title

First Name (Required)

Middle Initial

Last Name (Required)

Presenting

Check if you will be presenting at the conference

Email (Required)

Highest Degree Earned (Required)

Discipline/Field in Which Degree was Earned (Required)

Institution From Which Degree Was Earned (Required)

Current Position Title (Required)

Current Department

Current Licenses

Author 1 Affiliations

Affiliation 1

Current Employer (Required)

City (Required)

State/Province (Required)

Country (Required) **(This is a pull-down menu.)**

Add Another Author *(Click to add the same type of information for all authors of the presentation.)*

Student, New Professional, and Professional Status

*Please indicate whether the first author of the presentation is currently an undergraduate student, a master's student, a doctoral student, a new professional (1-5 years past graduation), or a professional (more than 5 years past graduation).

Professional (more than 5 years past graduation)

(This is a pull-down menu.)

Title of Your Proposal * *(Mandatory field. Please note this requirement for fields with an asterisk.)*

Enter the FULL TITLE of your proposal EXACTLY as it appears in your short abstract and long proposal (maximum 100 characters, including spaces and punctuation). This will be used for printing in online and printed programs.

(Provide the title of your proposal in the text box provided.)

Short Abstract of Your Proposal *

Please enter a short abstract of your proposal in the space below. This is a 100-word synopsis of your proposal and may be posted online to describe your presentation. Do not list author names, addresses, or employers in the abstract. The computer program tracks author identity.

(Provide your short abstract in the text box provided.)

Word Limit: 100

Upload Your Long Proposal *

Please upload your long proposal here as a PDF (you are only allowed to submit your proposal as a PDF). If you have questions about how to create a PDF format, please contact **Cindy Winter** (cindywinter@ncfr.org).

This document is used for the review process. The proposal consists of no more than 1,000 words plus a maximum of two pages of tables/charts, and maximum of one page of references. **Do not list author names, addresses, or employers in the long proposal.** The proposal is reviewed anonymously in a blind-review process.

Your long proposal must include the following elements (no abstract):

- **Thesis/Aims/Goals:** Begin by summarizing the thesis of your proposal, followed by the aims and goals. Because of the brevity of the proposal, make your point up front rather than writing your entire proposal before you get to the purpose.
- **Methods:** Write the main points; do not include reasons in support of your thesis. Briefly discuss the methods you are using to provide evidence for your thesis and show how this is timely, relevant, and cutting-

edge. Explain the implementation of your methods. Demonstrate your knowledge on the methods you used and explain how they benefit your research.

- **Analysis and Preliminary Results/Conclusions:** Indicate the kinds of procedures you are using to answer your hypothesis, and provide preliminary results and conclusions based on the data that you have collected. Readers will want to know the possible benefits and drawbacks of your research.
- **Implications for Practice/Policy:** Discuss the potential impact of your results. Be sure that you show how your research can be applied.

Special Instructions for a Symposium Proposal:

- **On page 1, include the following:** (1) symposium title; (2) a list of individual paper titles and authors; (3) symposium chair and discussant names. For all first authors and the discussant, you must list a current employer and position title, highest degree earned, discipline and institution from which the highest degree was attained, current licenses, and email addresses. Include email addresses, credentials, and affiliations for the chair and all co-authors.
- **Page 2** is a two-page description (i.e., abstract) of the symposium, including how all the individual papers fit together. Include three measurable objectives.
- **Page 3 and following:** Prepare a proposal of no more than 500 words and one page of tables/references for each of the papers to be presented in the symposium. Combine everything into one document.

Max file upload size 10MB

Choose File (PDF ONLY) *(Locate and upload your long proposal to Oxford Abstracts. Note that it must be in PDF format.)*

3 Measurable Objectives *

Please list **three** measurable objectives for your proposal.

See sample objectives on page 4 of the NCFR Call for Proposals at <https://www.ncfr.org/call-for-proposals>.

(Provide your three measurable objectives in the text box provided.)

Word Limit: 100

Proposal Focus *

Please choose the primary focus of your proposal. If it is a qualitative or quantitative research study, please identify the specific methodology (e.g., ethnography, structural modeling, etc.) in the questions below.

(Pull-down menu. If you selected qualitative or quantitative research you will need to answer one of the next two questions.)

Additional Question Regarding the Methodology of a Qualitative Research Study

If your proposal is a qualitative research study, please identify the specific methodology (e.g., ethnography).

(Provide the specific qualitative methodology used in your proposal in the text box provided.)

Word Limit: 10

Additional Question Regarding the Methodology of a Quantitative Research Study

If your proposal is a quantitative research study, please identify the specific methodology (e.g., structural equation modeling).

(Provide the specific quantitative methodology used in your proposal in the text box provided.)

Word Limit: 10

Proposal Orientation *

Please indicate whether your proposal is primarily research oriented or practice oriented.

(Pull-down menu)

1st Subject Code *

Please choose the first subject code that best describes the focus of your proposal.

(Pull-down menu)

2nd Subject Code

Please choose the second subject code that best describes the focus of your proposal.

(Pull-down menu)

3rd Subject Code

Please choose the third subject code that best describes the focus of your proposal.

(Pull-down menu)

Other Subject Code

If an additional subject code is needed, please list below.

(Provide the additional subject code in the text box provided.)

Word Limit: 5

Preferred Presentation Format *

Please choose your preferred presentation format.

NCFR considers all formats of equal value, and all are reviewed using the same criteria. Remember that the more choices in presentation format you provide, the better your chance of being accepted if the review scores are high enough. Choose from the following presentation formats:

- **Lightning Paper Session** — 6 papers centered on a common theme. Focuses only on key findings/observations, followed by a question and answer time. Each presenter has 8 minutes to present. A maximum of 8 slides are to be prepared in advance.
- **Paper Session** — 3-4 papers that coalesce around a common idea or theme, followed by a question and answer time. Each presenter has approximately 12 minutes to present.
- **Poster** — A graphical, instructional display containing a short abstract, headlines, charts, graphs, pie charts, or other illustrative information. It provides an opportunity for in-depth discussion of presentations with attendees. Posters are scored using the same criteria as papers, symposia, and workshops and are equal in merit to all other formats.
- **Poster Symposium** — An addition to the poster session. Authors prepare material as a regular poster. During the last 20-30 minutes of the poster session, a facilitator leads a discussion among each of the posters presenters grouped within the poster symposium and the audience.
- **Resource Exchange Roundtable** — A special format for the Advancing Family Science and Education and Enrichment Sections held during their combined section member meeting. The resource exchange roundtable is an interactive opportunity to demonstrate an educational, administrative, enrichment, or pedagogical (e.g., specific curricula or teaching technique) resource that has been particularly useful when working with students, families, professionals, or other populations. An overview is given by the leader, who then facilitates active discussion about the topic. Evidence of effectiveness, such as evaluation data, should be provided in the proposal.
- **Roundtable** — An interactive presentation in which an overview is given by the leader who then facilitates active discussion about the topic. For the Feminism and Family Studies Section, the roundtable can address teaching, research, or activism on a variety of topics within the theme, such as feminist teaching, mentorship,

leadership, and research challenges and strategies in our current political climate; integrating research, teaching, and/or activism; or addressing institutional inequities and injustice.

• **Symposium** — A presentation and discussion by 3-4 experts on a particular topic. A discussant integrates and summarizes the papers, develops implications for policy and practice from the research, and initiates audience discussion. See below for special instructions for symposia proposals.

• **Workshop** — A training session in which the speaker leads participants through exercises or skills development in a given field.

Choose here  **(Pull-down menu)**

2nd Preferred Presentation Format

Please choose a second presentation format that is acceptable for your presentation.

Choose here  **(Pull-down menu)**

Unacceptable Presentation Format

Please check all presentation formats that are unacceptable for your proposal.

- Lightning Paper
- Paper
- Poster
- Poster Symposium
- Resource Exchange Roundtable
- Roundtable
- Symposium
- Workshop

Preferred Section to Which You Wish to Submit Your Proposal *

All proposals must be reviewed by either an NCFR Section, the Theory Construction and Research Methodology (TCRM) Workshop, Affiliate Councils, or Students and New Professionals (SNPs). Please note that SNP proposals must have a professional development focus only.

If you wish to submit to the **Affiliate Councils** (see page 6 of the Call for Proposals) or the **Theory Construction and Research Methodology Workshop** (pages 11 and 12 of the Call for Proposals), there are separate submission processes. Follow the instructions listed in the Call for Proposals.

Choose the section or group you believe to be the most appropriate to review your proposal. If you are unsure, contact the chair of the area where you think your proposal is appropriate. (See pages 6-12 of the Call for Proposals for section and SNP descriptions.) <https://www.ncfr.org/call-for-proposals>

Choose your preferred section (or Students and New Professionals) below.

Choose here  **(Pull-down menu)**

Comments to Section Chairs and/or Reviewers

Please make any comments to the section chair and/or reviewers.

(Provide any comments to section chairs or reviewers in the text box provided.)

Word Limit: 50

Author Approval *

I confirm that this proposal has been approved by all authors.

(Check the box to confirm that the proposal was approved by all authors.)

Proposal Status *

Proposals must contain information that has never been published or presented before, and that will not be published or presented prior to the 2018 NCFR Annual Conference.

Will your presentation be presented or published prior to the conference?

Please answer the question below. If you answer "yes" to the question, please give details.

If you have specific questions, please contact the section chair to which this proposal is being submitted. See pages 6-11 of the NCFR Call for Proposals for section chair contact information: <https://www.ncfr.org/call-for-proposals>

Choose here  **(Pull-down menu)**

Proposal Status Explanation

Please give details if you checked the box above that your proposal has been previously published or presented.

(Provide details, if necessary, in the text box provided.)

Word Limit: 25

Commercial Interest

Check this box if the author(s) has any commercial interests or associations that might pose a conflict of interest regarding this submission.

Commercial Interests or Associations

Please give details if you checked the box above.

(Provide details, if necessary, in the text box provided.)

Word Limit: 25

Official Letter of Invitation Required?

Please indicate if you require an Official Letter of Invitation to obtain a visa.

(Pull-down menu)

Biographical Information *

Do you agree to send biographical materials to the NCFR office, if asked, by June 30, 2018?

(Pull-down menu)

Permission to Publish *

Check this box to give the National Council on Family Relations (NCFR) permission to reproduce short abstracts of your submission in NCFR publications or online, for educational or promotional purposes.

I give NCFR permission to record, live stream, and sell audio and video materials. NCFR shall be the sole owner of all rights, title, interest, and copyright in and to any audio/audiovisual recordings of the presentation. NCFR agrees to credit speakers by name and title in any recordings marketed by NCFR. I/We agree to assign, transfer, and sell to NCFR all rights, title, and interest in and to any and all AV recordings made by NCFR of the presentation. I/We do not retain any rights of the recording made by NCFR of the presentation and NCFR shall have the right without limitation to hold, enforce, and register copyrights in the recordings of the presentation in the name of NCFR.

I further agree to my abstract being published on a website prior to the conference.

Declaration/Author(s) Will Attend *



Please check this box. I agree to the following:

- (1) I have read and agree to the requirements set forth in the Call for Proposals.
- (2) I further agree that if my presentation is accepted as a paper, symposium, workshop, lightning paper, or other format, my presentation materials will not include copyrighted music, audio recording, or other material.
- (3) If my proposal is accepted, I agree to register for the conference.
- (4) I confirm that at least one author will register in full to attend and present the proposal at the conference.

The following message will then appear:

Thank you for submitting your proposal. You can make changes to your proposal by logging in to this URL before March 1, 2018, 11:59 p.m. Pacific Standard Time.

You will be notified about whether your proposal is accepted or rejected no later than June 1, 2018.

submit

Click "Submit"—if there are mandatory fields that have not been completed, a note will appear indicating some questions are incomplete. You can go back and complete the proposal at any time before the proposal submission deadline.

Contact us if you have a problem or wish to withdraw a submission:

cindywinter@ncfr.org. You can call us on 612-759-8580

<https://www.ncfr.org/ncfr-2018>

This information will be used by the event organizer to communicate with you about matters relating to the event.

By clicking "Submit", you agree to our [terms of service](#) and [privacy policy](#).

After clicking submit, Oxford Abstracts will upload your submission. You will be returned to the homepage where you can view or amend your proposal, or submit a new proposal. Submission decisions also will be listed on this page when the decision becomes available.