

## Instructions for Submitting an NCFR Annual Conference Proposal

Oxford Abstracts: NCFR's online submission system for conference proposals

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

To save time in the process, prepare all your information before you begin submitting online. See the Proposal Submission Checklist on pages 3 and 4 in the Call for Proposals: <https://www.ncfr.org/ncfr-2019/call-for-proposals>

Screenshots of the steps of the submission process follow. This document can also help you prepare the required information before beginning the submission process.

*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/872/submission>**

**Enter your email address to log in or register**

Email address

Password  [Forgotten my password](#)

**Please be aware, if you submitted a proposal to the 2018 NCFR Annual Conference, you are already in the Oxford database. When you are asked for your password, enter your password from 2018 if you remember it. You will be directed immediately to the submission form to begin your 2019 proposal. We will show you the submission form shortly in this document.**

**If you can't remember your password, click on the "Forgotten my password" button. On the next screen, enter your email and click the "Send Me a Reset Email" button. An email will be sent to you immediately from Oxford to reset your password. Click on the link in the email to get back to Oxford to reset your password.**

**Forgotten Password**

**Reset Password**

We have sent you an email. Click the link in that email to change your password.

This is an example of a password-reset email you would receive.

Today, 8:32 AM

Cindy Winter

Inbox

Action Items

Please follow this link to reset your password.

A **unique** link will be provided to reset your password.

Powered by Oxford Abstracts

Affordable abstract and paper management

<http://www.oxfordabstracts.com>

**Click on the link in the password-reset email. The following screen appears in your internet browser:**

### Reset Your Password

Enter your new Password \* (minimum 6 characters)

Repeat new password \*

**Enter a new password. Repeat the password in the next field. You will then receive the following message:**

Your password has been successfully changed

[Go back to Login / Register](#)

**Click on Login / Register. You will be redirected to the Login page where you will be asked to sign in and give your password.**

**After that you may be directed to the screen that says:**

**Accounts**

**National Council on Family Relations (NCFR)**

## Submitted To

(If you wish to submit to an event you do not see listed here, follow the submission link on the event's website)

2019 NCFR Annual Conference [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org) [New Submission](#)

Tuesday, 19th November, 2019 - Saturday, 23rd November, 2019

Deadline: Monday, 4th March, 2019

Notification Date: Saturday, 1st June, 2019

**You may notice that the names of proposals previously submitted appear. A button titled "New Submission" can also be found on the screen. Click on "New Submissions" to take you to the 2019 submission form.**

**Occasionally another message appears. If you receive a message different from above, copy and paste this URL (<https://app.oxfordabstracts.com/stages/872/submission>) into your browser and hit enter. The submission form will appear.**

## Creating a New Account

**If you have never submitted a proposal before, copy and paste this URL:**

**<https://app.oxfordabstracts.com/stages/872/submission>. Enter your email and create a new account.**

**You will need to add the following information when creating a new account.**

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**Enter your email address to log in or register**

**Email address:** cindywinter@ncfr.org

**Create your account**

**Repeat Email:** cindywinter@ncfr.org

**You will then be asked to provide some biographical information.**

**Title**

Ms

**First name**

Cindy

**Last name**

Winter

**Password (must be 6 characters or more)**

\*\*\*\*\*

**Repeat Password**

\*\*\*\*\*

**Register** (Click the Register button and you will move to the submission system.)

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](#).

This is the form that everyone will use to make a new submission:

## 2019 NCFR Annual Conference

Use the form below to make a new submission.

***A welcome message will appear first.***

Welcome to the National Council on Family Relations 2019 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 Theory Construction & Research Methodology and Affiliate Councils have a different proposal submission process. Please see the *NCFR Call for Proposals* at [www.ncfr.org/ncfr-2019/call-for-proposals](http://www.ncfr.org/ncfr-2019/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 4, 2019, 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 6-12 of the *NCFR Call for Proposals* at [www.ncfr.org/ncfr-2019/call-for-proposals](http://www.ncfr.org/ncfr-2019/call-for-proposals)

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

**Spam filters:** Before submitting this form, make sure your email system is set to allow emails from: [support@oxfordabstracts.com](mailto:support@oxfordabstracts.com), [sendmail@oxfordabstracts.com](mailto:sendmail@oxfordabstracts.com), and [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org). (This is important. All communication regarding your submission will be sent by email from Oxford Abstracts. Be sure that all the listed emails are on your safe list to receive emails.)

### Authors and Their Employers (or college/university where author is a student)

For ALL first authors and presenting authors, you MUST list current employer and job title, highest degree earned, discipline and institution from which the highest degree was earned, current licenses, and email address. For coauthors not presenting, include only email address and employer. For coauthors mark "NA" in the bio fields not needed.

Please note: It is mandatory that at least one author must be checked as presenting in the Presenting box.

For a symposium, include the names of chairs, coauthors, discussant, facilitator, moderator (whatever positions are used), and all authors and coauthors of all papers within the symposium.

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 1) get in touch with you about your submission(s), 2) provide information to you about the conference, 3) apply for continuing education approval, or 4) include in the conference program. 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.** For all first authors and presenting authors and discussants, list current employer and job title, highest degree earned, discipline and institution from which the highest degree was earned, current licenses, and email address. **A field with an asterisk is mandatory.**

**Author 1**

Title

First Name \*

Middle Initial

Last Name \*

Presenting  *Check if you will present this proposal at the conference. If you are the only author, it is necessary to check this box. If a coauthor is presenting, check the box for that person. It is mandatory that at least one person is identified as the presenter.*

Current Job Title \*

Current Department

Institution from which your highest degree was earned

Current Licenses

Email \*

Discipline/Field in Which Degree was Earned

Highest Degree Earned \*

**Author 1 Affiliations** *[This is your employer, or university/college where the author is a student].*

**Affiliation 1**

**Employer (or College/University Where Author is a Student) \***

**City \***

**State/Province** (For US and Canada please use standard 2 Letter Abbreviations; for other countries, if field is not applicable, type in NA) \*

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

**Add Another Author** *(For all coauthors, [discussant, moderator, chair, facilitator or any of the positions used if the proposal is a symposium], click Add Another Author and complete the same bio information for all needed positions. For coauthors and symposium chairs, only the email and employer are required. For all other fields key "NA" in the bio fields not needed.)*

**Student, New Professional, and Professional Status \***  
Please indicate whether the first author of the proposal 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).

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

**Additional question for a student proposal**  
Is this proposal a result of a student's thesis, dissertation, or other research project?

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

**Preferred Presentation Format \***  
Please choose your preferred presentation format.

NCFR considers all formats, including posters, of equal value, and all formats are reviewed with 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 among 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 display containing a title, short abstract, sub-headers, bullets, illustrative information (e.g.,

tables, charts, graphs, pie charts), and select references. 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 minutes of the poster session, a facilitator leads a discussion among each of the poster presenters grouped in 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.

- **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.

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

Choose here  ***(This is a pull-down menu.)***

### **2nd Preferred Presentation Format**

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

Choose here  ***(This is a pull-down menu.)***

### **Unacceptable Presentation Format**

Please check all presentation formats that are unacceptable for your proposal. ***(Check any unacceptable formats. Be sure to not select your first two preferred formats.)***

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

### **Submission Title**

Enter the FULL TITLE of your proposal EXACTLY as it appears in your short abstract and your long proposal (maximum 125 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 125-word (maximum) 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. A red line will appear saying "Incomplete" as you begin to type. Continue entering your abstract. The red line will disappear when you have finished entering the abstract.)***

### **Additional Question for a Symposium Submission: Individual Presentation Titles, (Co)Authors, Discussant, Moderator, Facilitator, and Chair**

If you are submitting a symposium, please list each individual paper title — along with all coauthors' names — to be presented in your symposium using the following example as a guide. Also include the name(s) of your Discussant, Chair, Facilitator, Moderator (list any of these positions that are used in the symposium):

Paper 1: Evaluating the Effectiveness of the Family Program, Gayle Richardson, Minn Li

Paper 2: Analyzing the Policy Implications of the Family Program, Jesus Hernandez, Davonte Jones

Paper 3: Demonstrating the Return on Investment of the Family Program, Robert Brown, Susan Perry

Paper 4: Understanding the Family Program From a Theoretical Perspective, Brittany Johnson, Daniel Smith

Discussant: Neil Leroux

Moderator: Cindy Winter

Chair: Ashley Gamble

***(If your proposal is a symposium, please provide the titles of all proposed papers in the symposium. Please also provide the names of the author, coauthors, discussant, and moderator/facilitator/chair (whichever of these are applicable). You can copy and paste this information from your long proposal.)***

### **First Measurable Objective**

Please list the first of three measurable objectives for your proposal. ***(Provide your measurable objective in the text box provided. A red box indicating "incomplete" will appear as you begin to type. Continue entering your objective. The red line will disappear when you have finished entering the objective.)***

See sample objectives on page 4 of the NCFR Call for Proposals at [www.ncfr.org/ncfr-2019/call-for-proposals](http://www.ncfr.org/ncfr-2019/call-for-proposals).



### Second Measurable Objective \*

Please list the second of three measurable objectives for your proposal. *(Provide your measurable objective in the text box provided. A red box indicating "incomplete" will appear as you begin to type. Continue entering your objective. The red line will disappear when you have finished entering the objective.)*

### Third Measurable Objective \*

Please list the third of three measurable objectives for your proposal. *(Provide your measurable objective in the text box provided. A red box indicating "incomplete" will appear as you begin to type. Continue entering your objective. The red line will disappear when you have finished entering the objective.)*

### Proposal Focus \*

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

Choose here  *(This is a pull-down menu.)*

### Identify the Specific Methodology of Your Research Study

If your proposal is a qualitative, quantitative, or mixed-methods research study, please identify the specific methodology (e.g., ethnography, structural equation modeling, etc.). *(Provide your specific methodology in the text box provided.)*

### Proposal Orientation \*

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

Choose here  *(This is a pull-down menu.)*

### Additional Question for Primarily Practitioner-Oriented Proposals

Does the proposed presentation include specific practice recommendations?

Choose here  *(This is a pull-down menu.)*

### Additional Question for Proposals Being Submitted to the Family Policy Section

Does the proposed presentation clearly articulate the policy context and/or policy implications?

Choose here  *(This is a pull-down menu.)*

### Additional Question for Proposals Being Submitted to the Family Therapy Section

Does your proposal include clinical data? *Special consideration will be offered for proposals that include clinical data.*

Choose here  *(This is a pull-down menu.)*

### 1st Subject Code \*

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

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

### 2nd Subject Code

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

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

### 3rd Subject Code

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

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

### Preferred Section to Which You Wish to Submit Your Proposal \*

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

If you wish to submit to the **Affiliate Councils** or the **Theory Construction and Research Methodology** preconference (see 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 section chair where you think your proposal is appropriate. (See pages 6-12 of the Call for Proposals for section and SNP descriptions.) [www.ncfr.org/ncfr-2019/call-for-proposals](http://www.ncfr.org/ncfr-2019/call-for-proposals)

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

*(This is a 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.)*

### Loading Your Long Proposal

Please load your long proposal in the box below in PDF format (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](mailto: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. For all coauthors not presenting and symposium chair, include only email addresses and employer.
- **Page 2** is a one-page description (i.e., abstract) of the symposium, including how all the individual papers fit together. Include three measurable objectives. (See page 4 of the Call for Proposals for sample objectives.)
- **Pages 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 during the symposium. Combine everything into one document.

#### **Load Your Long Proposal \***

Please load your long proposal here in PDF format (you are only allowed to submit by PDF).

Max file upload size 10MB

Choose File (PDF only)

***(Select the file you wish to upload. As you are loading the proposal a red box indicating “incomplete” will appear. When the proposal has completed loading the red box disappears and the notation “Download Previously Uploaded File” will appear. This indicates that your proposal uploaded successfully.)***

### 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 prior to the submission, and that it will not be presented or published prior to the 2019 NCFR Annual 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 6-12 of the NCFR Call for Proposals for contact information:

[www.ncfr.org/ncfr-2019/call-for-proposals](http://www.ncfr.org/ncfr-2019/call-for-proposals)

Choose here 

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

### Proposal Status Explanation

Please give details if you checked the box above that your proposal has been previously or will be published or presented prior to the 2019 NCFR Annual Conference.

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

### 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.

***(Check the box only if this question is true. If you check the box, you must answer the next question.)***

### Commercial Interests or Associations

Please give details if you checked the box above.

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

### 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/visual (A/V) 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 to any and all A/V 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 agree that if my proposal 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 that at least one author of the proposal will attend the conference to present, and will register and pay the registration fee.

(4) I further acknowledge that I must register and pay for the conference whether I am a presenter, discussant, chair, facilitator, moderator, or an attendee of the conference.

(5) If my proposal is accepted as a paper, symposium, lightning paper, or poster symposium, I agree to upload copies of my PowerPoint slides that will be used in the presentation to the NCFR website (except poster symposium) one week prior to the conference.

(6) If my proposal is accepted as a paper, symposium, lightning paper, or poster symposium, I agree to send the session facilitator a copy of my final presentation by October 21.

**Are you interested in being a reviewer for this year's conference?**

Reviews must be done between March 14-March 31.

*(This is a pull-down menu.) If you select "Yes", you will receive an email with a link to the reviewer database. You will need to fill out your information in that database after receiving the email.*

**Suggest names of potential reviewers.**

Please provide the names and emails of colleagues who would be excellent conference proposal reviewers.

*(If you wish, you may suggest a list of potential reviewers in the text box provided.)*

**Email me when conference registration opens.**

Indicate if you are interested in receiving an email when conference registration opens in late March.

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

**The following message will then appear:**

Thank you for submitting your proposal. You can make changes to your proposal by logging in to <http://app.oxfordabstracts.com/> before March 4, 2019, 11:59 p.m. Pacific Standard Time.

**You will be notified about whether your proposal is accepted or rejected no later than June 1, 2019.**

Contact us if you have a problem or wish to withdraw a submission: [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org) | 612-759-8580  
[www.ncfr.org/ncfr-2019](http://www.ncfr.org/ncfr-2019)

*Click the "Submit" button — if there are mandatory fields that have not been completed, a note will appear indicating some questions are incomplete. You can complete the proposal at this time or return at a later time before March 4 (the proposal submission deadline) to complete the proposal.*

*After clicking submit, Oxford Abstracts will upload your submission. You may then be directed back to the dashboard which shows the proposal that you submitted. You can review your submission from here and either amend your proposal or begin another proposal.*

*For some people a summary of your proposal may appear. You can view and amend your proposal, as necessary. If you wish to complete the proposal at a later time, go to <http://app.oxfordabstracts.com/>. Here you can view or amend your proposal, submit another proposal, and view your proposal decision.*

**Remember all submissions and changes to proposals must be completed by March 4, 11:59 p.m. PST.**

**Good luck!**