Step by Step Guide for Submitting a Proposal to the 2022 NCFR Conference

Oxford Abstracts: NCFR’s online conference submission database

To begin the submission process, log in at the link on the NCFR website: https://www.ncfr.org/ncfr-2022 or the direct URL to the database is https://app.oxfordabstracts.com/stages/3547/submissions/new

When you click on the URL you will be asked to enter your email address and password. Instructions for signing in are below. You may make changes to your email or your profile at any time after creating your account. For instructions see https://help.oxfordabstracts.com/knowledge/updating-your-profile.

Mandatory steps throughout the submission are indicated with an asterisk (*)—this must be completed before you can submit your proposal.

To save time, prepare your information before you begin submitting online. See the Proposal Submission Checklist on page 5 in the NCFR 2022 Call for Proposals (www.ncfr.org/ncfr-2022/call-for-proposals).

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

In this instructional document questions in the database are shaded yellow and indented. Instructions from NCFR staff follow the questions. Note: You will not see any shading in the Oxford Abstracts system itself.

Setting Up

After you click on the submission link, you will see the login screen:

OXFORD ABSTRACTS
Sign in or create account

Continue with Google
Continue with Linkedin

Or
Sign in or create account with email

Email

This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts’ terms of service and privacy policy.
**Note:** If you have never submitted a proposal before, see instructions on page 3 of this document.

If you submitted a proposal for any NCFR Conference between 2018 and 2021, you are already listed in the Oxford database. Click on **Sign in** or create account with email. When you are asked for your password, enter your password from 2021—if you remember it. You will be directed immediately to the submission form to begin submitting your proposal.

If you can’t remember your password, click on “Forgot my Password” button. On the next screen, enter your email and click “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.

This is an example of an email you will receive

**Reset Password**

Please follow this link to reset your password. [http://app.oxfordabstracts.com/password-reset/39ab66660ac2dfdf5b1aa3ed8ea34a3a89755_7](http://app.oxfordabstracts.com/password-reset/39ab66660ac2dfdf5b1aa3ed8ea34a3a89755_7)

Powered by Oxford Abstracts

Click on that link in the email. The following screen appears. Enter your new password. You will be redirected to the login page where you will be asked to sign in and give your password. You will also get a note that your password has been successful updated.
Creating A New Account If You Have Never Submitted To NCFR

If you have never submitted a proposal before, go to https://app.oxfordabstracts.com/stages/3547/submissions/new. Enter your email and click “email not found, register?” to create a new account. Follow the prompts on the next screen.

If you receive a message different from above, copy and paste this URL https://app.oxfordabstracts.com/stages/3547/submissions/new into your browser and hit enter. The sign in form will appear.
A dialogue box will appear asking you to “verify your email.” Click on “resend email.” You will receive an email from Oxford that says the following.

From: support@oxfordabstracts.com
Subject: Oxford Abstracts email verification
Date: January 28, 2022 at 2:54:38 PM CST
To: terry14708@gmail.com

Oxford Abstracts email verification
Just click this button to verify your email and get access to events powered by Oxford Abstracts. This button expires in 2 hours.

If you’re having trouble with the button above, copy and paste the URL below into your web browser. https://app.oxfordabstracts.com/verify-user-email?email=0f9a787ea7495fcd817f9754e1892561a10e7195e48877040c89cb52490cf4f9b0adea4ee0ade1abeb9c45fd5855a0815f7010803a7a40493f181c39dd3ce2d7e9ff187ce266fe30c20af14fbb8c8c5bdc858b58d85747113aac41d5d3776d387e1105fcd01d0d7c6bbe8c2c81b0712a7710d5c453d6422cb3239e7866afea8daaa865ccb404cf4a90a527a89c9667222a2f7ef6f271&redirectLink=%2Fstages%2F3547%2Fsubmissions%2Fnew&unencryptedEmail=terry14708%40gmail.com

Click on “verify your email” and you will be directed to the login page. Log in using your email and password. You will now be able to complete the submission form. You may also receive another email that says, “Thank you for registering with Oxford Abstracts.” It will then list your name and username.

Filling Out The Questions On The Submission Form

This is the form that everyone will use to submit a proposal:

A welcome message will appear first with instructions about mandatory questions and other important information. One important item to not is about **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. (This is important. All communication regarding your submission will be sent by email from OxfordAbstracts. Be sure that all the listed emails are on your safe list to receive emails.)

Next you will enter information about *all* authors on your proposal.

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. You may also add an alternate email address. For co-authors not presenting, include only email address and employer. For co-authors be sure to key in the letters "NA" in the bio fields not needed.

Please note it is mandatory that at least one author is marked in the **Presenting** box as presenting at the conference.

For symposium submissions, include the names of chairs/co-chairs, discussant, facilitator, moderator (whatever positions are used), and all authors and co-authors of each paper in the symposium. The next fields are where you submit the name and biographical information needed for the first or presenting authors. If you are submitting a symposium, you need all this information for first authors of each paper within the symposium,
and the discussant and chair of your symposium. For co-authors or facilitators, you just need to list name, email, and employer. For all other fields key in “NA” in those fields.

Author 1

Title: 
First Name: Cynthia
Middle Initial: A.
Last Name: Winter
Presenting: 

(Check here if you will present this proposal at the conference)

(Please note if you are the only author, it is still necessary to check this box. If a co-author is presenting, check the box for that person. It is mandatory that at least one person is identified as the presenter.)

Email: cindywinter@conference.com
Current Job Title: Conference
Current Department: Crossroads
Where Degree Earned: 
(Indicate at what institution you earned your highest degree)

Current Licenses: 
Discipline of Degree: Music
Highest Degree Earned: B.S.M
(Indicate in what discipline/field you earned your highest degree.)

Alternate email for submitter: 
(Indicate an alternate email, if you would like.)
Affiliation 1: 
(This is your employer (or university/college where the author is a student).

Employer (or College/University Where Author is a Student): NCFR
Country: 
(Select from the pull-down menu.)

Add Another Author

Click Add Another Author to add the required information for all co-authors. See above this image for information on what to add for whom.

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)

(Select from the pull-down menu.)
Additional Question for a Student Proposal
Is this proposal a result of a student's thesis, dissertation, or other research project?
(Select from the pull-down menu.)

Preferred Presentation Format
Please choose your preferred presentation format.
(Select a format from the pull-down menu.)

There is a list with explanation of all the different format options. Read these carefully when selecting the formats. The formats are also listed in the 2022 NCFR Call for Proposals: https://www.ncfr.org/ncfr-2022/callfor-proposals. NCFR considers all formats, including posters, of equal value, and all formats are reviewed with the same criteria. The more presentation format choices you provide, the better your chance of being accepted if the review scores are high enough.

2nd Preferred Presentation Format
Please choose a second presentation format that is acceptable for your presentation.
(Select a format from the pull-down menu.)

Unacceptable Presentation Format
(Select any unacceptable formats in the pull-down menu. Remember not to select your first two preferred formats.)

Submission Title
Enter the FULL TITLE of your proposal EXACTLY as it appears in your short abstract and your long proposal (maximum 20 words). This will be used for printing in the 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 150-word (maximum) synopsis of your proposal and will be posted online to describe your presentation. Key contributions of the work should be explicit. Do not list author information in the abstract. The computer program tracks author identity.
(Provide your short abstract in the text box provided.)

Additional Question for a Symposium Submission: Individual Presentation Titles, Authors/Co-Authors, Discussant, Moderator, Facilitator, and Chair
Answer this question only if you are submitting a symposium. Please list each individual paper title - along with all co-authors' names - to be presented in your symposium. Also include the name(s) of your Discussant, Chair, Facilitator, Moderator (list all the positions that are included in the symposium).
(If your proposal is a symposium, please provide the titles of all proposed papers in the symposium per the instructions in Oxford. You can copy/paste this information from your long proposal.)

First Measurable Objective
Please list the first of three measurable objectives for your proposal. See sample objectives on page 5 of the 2022 NCFR Call for Proposals
(Provide your measurable objective in the text box provided.)
Second Measurable Objective *
Please list the second of three measurable objectives for your proposal. See sample objectives on page 5 of the 2022 NCFR Call for Proposals.

(Provide your measurable objective in the text box provided.)

Third Measurable Objective *
Please list the third of three measurable objectives for your proposal. See sample objectives on page 5 of the 2022 NCFR Call for Proposals.

(Provide your measurable objective in the text box provided.)

Proposal Focus *
Indicate the focus of your proposal. Is it: a quantitative research study; a qualitative research study; a mixed methods research study; program, prevention, intervention, or evaluation; policy analysis; or an analysis of a theoretical, pedagogical, or research methodology?

(Select from the 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.

(Select from the 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 Workshop (TCRM), Affiliate Councils (AC), or Students and New Professionals (SNP). AC and TCRM have separate submission processes. See the 2022 NCFR Call for Proposals for instructions on how to submit to AC or TCRM. Choose the section or group below that you believe to be the most appropriate to review your proposal. Please note that SNP proposals must have a professional development focus only. If you are unsure, contact the section chair where you think your proposal is appropriate. (See pages 7 to 13 of the 2022 NCFR Call for Proposals for section and SNP descriptions.) Choose your preferred section (or SNP) below.

(Select from the pull-down menu.)

Additional Question for Primarily Practitioner-Oriented Proposals
Answer this question ONLY if your proposal is Primarily Practitioner-Oriented. Does the proposed presentation include specific practice recommendations?

(Select from the pull-down menu.)

Additional Question for Proposals Being Submitted to the Family Policy Section
Answer this question ONLY if your proposal is being submitted to the Family Policy Section. Does the proposed presentation clearly articulate policy implications from your research? Priority will be given to those that can clearly identify the relevant policy context or policy issue.

(Select from the pull-down menu.)
Additional Question for Proposals Being Submitted to the Family Therapy Section
Answer this question ONLY if your proposal is being submitted to the Family Therapy Section. Does your proposal include use of clinical data that contains practical implications for clinicians, educators, supervisors, and the profession of couple and family therapy? Special consideration will be offered for proposals that include clinical data.

(Select from the pull-down menu.)

Additional Question for the Family and Community Education Section
Answer this question ONLY if your proposal is being submitted to the Family and Community Education Section.
Please specify the contribution of each author listed on the proposal. The types of contributions could include conception and planning of the research project, data collection, data analysis/interpretation of findings, drafting and/or critically revising the proposal, etc.

(Please provide your answer in the text box provided.)

For the next set of questions, identify the subject, primary population, and the method or approach codes applicable to your proposal. You may choose to identify 1 to 3 keywords for each category for a total of 3 to 9 keywords.

First Subject Code
There are 3 categories of Keywords that will help identify the thrust of your proposal: Subject Codes, Primary Population Codes, and Method and Approach Codes. You are required to select at least one code from EACH category (Subject Code, Primary Population Code, and Method and Approach Code). There are 3 questions for each category, so you may submit up to 3 codes for each of the categories.
Please select your first subject code below that shows the focus of your submission, not the population.

(Select one word from the pull-down menu.)

Second Subject Code
Please select a second subject code below that shows the focus of your submission, not the population.

(Select one word from the pull-down menu.)

Third Subject Code
Please choose the third subject code that best describes the focus of your proposal, not the population.

(Select one word from the pull-down menu.)

First Population Code
Please select up to three Population Codes in the next three questions. They were developed using NCFR’s Definition of Diversity and the most commonly used previous conference codes rather than an exhaustive list. For ease, we have created groupings (i.e., ABILITY OR DISABILITY) rather than placing each term in alphabetical order. Refer to the 2022 NCFR Call for Proposals, as necessary.
Please select one Population Code Please select codes from the list below. The capitalized terms (e.g., ABILITY, AGE) that best capture the focal population of your submission (e.g., sample, prevention/intervention target, policy).

(Select one word from the pull-down menu. As you are selecting population codes, avoid selecting lines that say, ‘do not select this line.’)

Second Population Code
Please select a second Population Code from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy).

(Select one word from the pull-down menu. As you are selecting population codes, avoid selecting lines that say, ‘do not select this line.’)
Third Population Code
Please select a third Population Code from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy).
(Select one word from the pull-down menu. As you are selecting population codes, avoid selecting lines that say, ‘do not select this line.’)

First Method and Approach Code
Please select one Method and/or Approach Code from the list below that best captures the method and/or approach that shows the focus of your submission.
(Select one word from the pull-down menu.)

Second Method and Approach Code
Please select a second Method and/or Approach Code from the list below that best captures the method and/or approach that shows the focus of your submission.
(Select one word from the pull-down menu.)

Third Method and Approach Code
Please select a third Method and/or Approach Code from the list below that best captures the method and/or approach that shows the focus of your submission.
(Select one word from the pull-down menu.)

Identify Specific Theories Not Listed in Methods/Approach Codes
Please list specific theories identified in your proposal not listed in the Methods/Approach Codes.
(Please write any theories in the text box provided.)

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 a PDF of your long proposal below (only PDFs are allowed to maintain formatting). If you have questions about how to create a PDF format, please contact Cindy Winter cindywinter@ncfr.org. An explanation is provided about what should be included in the long proposal and special instructions for a symposium proposal. This information can also be found on page 5 of the 2022 NCFR Call for Proposals.

Load Your Long Proposal
Please load your long proposal here in PDF format (you are only allowed to submit your proposal as a PDF which maintains the formatting of your proposal).

Choose File (PDF only)
Maximum file size 10MB
(Select the file you wish to upload. When the proposal has completed loading, the notation “Download Uploaded File,” “Replace File (.PDF Only),” and “REMOVE” 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 *
Please identify the status of your proposal below. 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 2022 NCFR Annual Conference. 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 7-13 of the 2022 NCFR Call for Proposals for contact information.

(Select from the 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 2022 NCFR Annual Conference (ncfr.org/ncfr-2022).

(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

(Please read the statement carefully. Checking this box gives NCFR permission to reproduce your short abstract and to record, live stream, and sell and disseminate audio and video materials of my/our presentation.)

Declaration/Author(s) Will Attend *

(Please read the statement carefully. Checking this box means you agree to all items mentioned in the statement.)

Select Focus Groups in Which You Are a Member
To help match proposals with reviewers, please identify all focus groups in which you are a member from the list below.

(This is a pull-down menu listing all the current NCFR focus groups. You may select all groups in which you are a member.)

NCFR Members, are you Interested in being a reviewer for this year’s conference? To volunteer as a reviewer, please complete the reviewer sign-up form at https://www.ncfr.org/news/2022-conference-proposal-reviewers-needed. Reviews will be completed between March 14 and March 30. An email will be sent to you if you are selected as a reviewer on March 14 informing you about your proposals to review. You may review up to five proposals per section for a maximum of two sections.

(This is a pull-down menu. If you select “Yes,” you will receive an email with a link to the reviewer database. Please complete this form to be added to the list of possible reviewers. You must do this again even if you previously reviewed NCFR conference proposals.)

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

(If you wish, you may suggest a list of potential NCFR members to serve as 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.
(Select from the pull-down menu.)

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 later before March 1, the proposal submission deadline, to complete the proposal. Go to http://app.oxfordabstracts.com/ to complete the proposal.

If your submission is complete, Oxford Abstracts will upload your submission.

A summary of your proposal will appear. Review your proposal. You can view and amend your proposal, as necessary, or click Continue.

After clicking Continue you will receive a message from Oxford showing a list of all the proposals submitted. If you want to add a submission, click on New Submission.

Additional Notes:
If you submitted a proposal in 2018 through 2021, you may see a screen similar to this. Be sure to click the View button on the 2022 NCFR Conference to find the 2022 conference.

Events

2020 NCFR Conference
View
Tuesday, 10th November, 2020 - Saturday, 14th November, 2020 Marriott St. Louis Grand Hotel, St. Louis, MO

2021 NCFR Conference
View
Wednesday, 3rd November, 2021 - Friday, 5th November, 2021 Marriott Waterfront Hotel, Baltimore, MD

2022 NCFR Conference
View
Wednesday, 16th November, 2022 - Saturday, 19th November, 2022 Hilton Minneapolis Hotel, Minneapolis, MN

Remember all submissions and changes to proposals must be completed by March 1, 11:59 p.m. PST. Good luck!