Step by Step Guide for Submitting a Proposal to the 2023 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-2023 or the direct URL to the database is https://app.oxfordabstracts.com/stages/5279/submitter.

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.
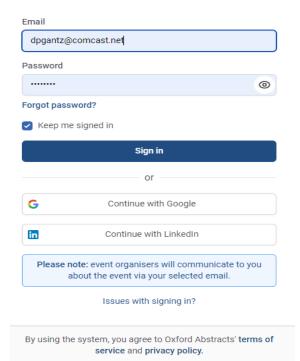
To save time, prepare your information before you begin submitting your proposal online. See the Proposal Submission Checklist on page 5 on the NCFR Website: https://www.ncfr.org/ncfr-2023 **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for full details.

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

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

Logging into Oxford Abstracts

Sign in to Oxford Abstracts

New to Oxford Abstracts? **Create an account**

Email

dpgantz@comcast.net

Password

••••••••

Forgot password?

☑ Keep me signed in

Sign in

or

G   Continue with Google

in   Continue with LinkedIn

Please note: event organisers will communicate to you about the event via your selected email.

Issues with signing in?

By using the system, you agree to Oxford Abstracts' **terms of service** and **privacy policy**.

After you click on the submission link, you will see the login screen to the left.
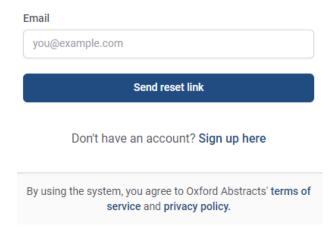
Note: If you have never submitted a proposal before, see instructions on page 3 of this document.

If you submitted a proposal for any NCFR Conference between 2018 and 2022, you are already in the Oxford database. Sign in using your email and password. You will be directed immediately to the submission form to begin submitting your proposal.
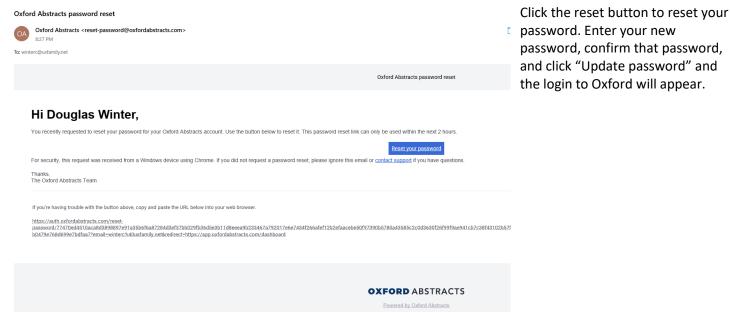
If you can't remember your password, click on "Forgot my Password" button.

Forgotten password

Enter your email for a reset link

Email

you@example.com

Send reset link

Don't have an account? **Sign up here**

By using the system, you agree to Oxford Abstracts' **terms of service** and **privacy policy**.
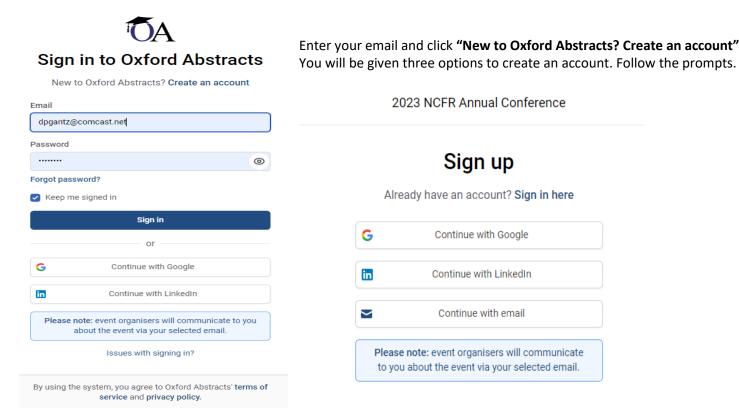
On the next screen, enter your email and click "Send Me a Reset Email" button. An email will be sent to you immediately from Oxford to reset your password.

Click the reset button to reset your password. Enter your new password, confirm that password, and click "Update password" and the login to Oxford will appear.
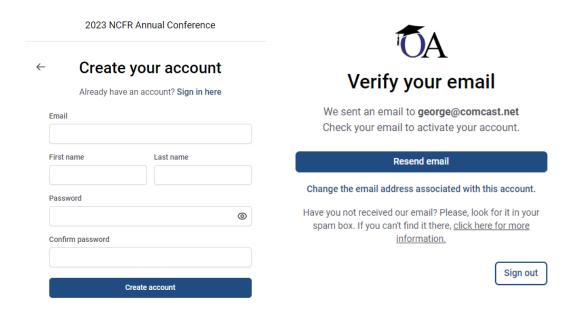
If you receive a message different from above, copy and paste this URL https://app.oxfordabstracts.com/stages/5279/submissions/new into your browser and hit enter. The sign in form will then appear.

Creating A New Account If You Have Never Submitted To NCFR

If you have never submitted a proposal before, go to the link on the NCFR website: **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) or the direct URL to the database is https:/app.oxfordabstracts.com/stages/5279/submitter

OA
Sign in to Oxford Abstracts

New to Oxford Abstracts? **Create an account**

Email

dpgantz@comcast.net

Password

•••••••• 👁

Forgot password?

☑ Keep me signed in

Sign in

or

G Continue with Google

in Continue with LinkedIn

Please note: event organisers will communicate to you about the event via your selected email.

Issues with signing in?

By using the system, you agree to Oxford Abstracts' **terms of service** and **privacy policy.**

Enter your email and click **"New to Oxford Abstracts? Create an account"** You will be given three options to create an account. Follow the prompts.

2023 NCFR Annual Conference

Sign up

Already have an account? **Sign in here**

G Continue with Google

in Continue with LinkedIn

✉ Continue with email

Please note: event organisers will communicate to you about the event via your selected email.

Click on "**continue with email**" and enter your email address, name, and password on the next screen. Click on **Create Your Account.**

You will receive a verification email from Oxford after you create your account. Follow the prompts from your email.

Submitting Your Proposal

Once you have signed in, you can now submit a proposal. A welcome message will appear with instructions and other important information.

Note about **Spam filters:** Before submitting your proposal, set the following emails as safe to ensure you receive all communication regarding your proposal: **support@oxfordabstracts.com, sendmail@oxfordabstracts.com**, and **cindywinter@ncfr.org**.

New this year: After the proposal has been submitted, each author entered into Oxford will receive a follow-up email asking if they are attending the conference. Please respond to this email.

You will now enter information about *all* authors on your proposal.

Author Information

ALL first authors, chairs, discussants, moderators, presiders, facilitators, or presenting authors MUST list current employer and job title, highest degree earned, discipline and institution from which the highest degree was earned, current licenses, and email addresses. You may also add an alternative email address.
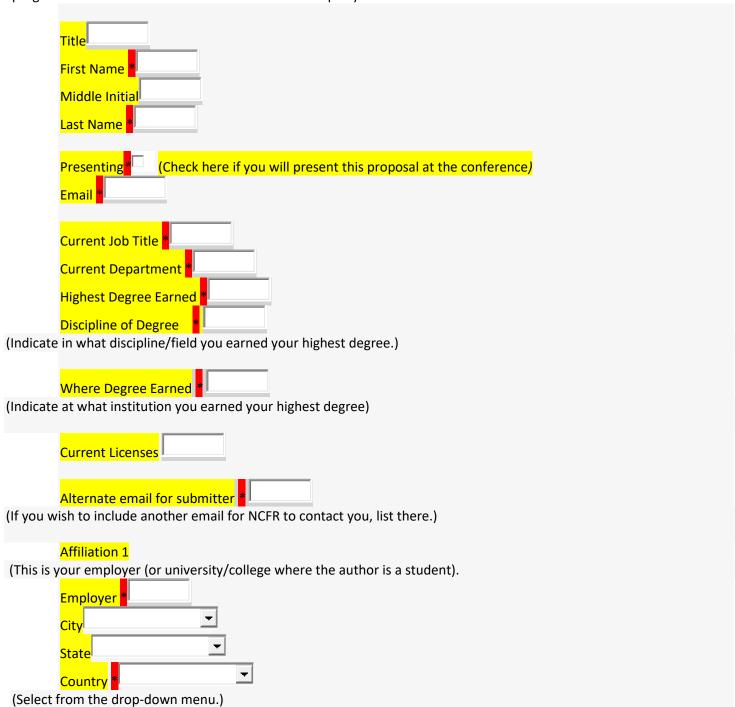
Please note it is mandatory that at **least one author is marked in the Presenting box and r**e**gisters for and presents in person at the conference**.

For symposium submissions, please include all the names of the chair(s), discussant, facilitator, moderator (whatever positions are used), and all authors of each paper in the symposium. **Discussants, chairs, and facilitators are considered presenters and should be marked as presenting.**

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) to apply for continuing education approval, and 4) include in the conference program. Your information will not be sold to a third party.

Title [ ]

First Name * [ ]

Middle Initial [ ]

Last Name * [ ]

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

Email * [ ]

Current Job Title * [ ]

Current Department * [ ]

Highest Degree Earned * [ ]

Discipline of Degree * [ ]
(Indicate in what discipline/field you earned your highest degree.)

Where Degree Earned * [ ]
(Indicate at what institution you earned your highest degree)

Current Licenses [ ]

Alternate email for submitter * [ ]
(If you wish to include another email for NCFR to contact you, list there.)

Affiliation 1
(This is your employer (or university/college where the author is a student).

Employer * [ ]

City [▼]

State [▼]

Country * [▼]
(Select from the drop-down menu.)

Add Another Author
Click Add Another Author to add the required information for all co-authors. For co-authors, only the name, email, and employer questions are required.

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 drop-down menu.)

If you selected either undergraduate, master's, or doctoral student, a follow-up question will appear.

Student Proposal Question
Is this proposal a result of a student's thesis, dissertation, or other research project?

(Select from the drop-down menu.)

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

A list of the various formats and descriptions is provided. Read this information carefully when selecting the formats. The formats are also listed on page 4 in the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-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.

(Select a format from the drop-down menu.)

If you select **Symposium** the following question will appear.)

Please include the following information in your symposium proposal
List each individual paper title to be presented in your symposium. Provide all co-authors' names and the name(s) of your Discussant, Chair, Facilitator, Moderator (list all the positions that are included in the symposium)

(Instructions and an example are provided for you to follow.)

2nd Preferred Presentation Format *
Please choose a second presentation format that is acceptable for your presentation.

(Select a format from the drop-down menu.)

If you select **Symposium** the following question will appear.

Please include the following information in your symposium proposal
List each individual paper title to be presented in your symposium. Provide all co-authors' names and the name(s) of your Discussant, Chair, Facilitator, Moderator (list all the positions that are included in the symposium)

(Instructions and an example are provided for you to follow.)

Unacceptable Presentation Format *
Please check all presentation formats that are **unacceptable** for your proposal.

(Select any unacceptable formats in the drop-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.

(Enter 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.

(Enter your short abstract in the text box provided. You may copy and paste 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 **NCFR 2023 Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals)

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

Second Measurable Objective *

Please list the second of three measurable objectives for your proposal.

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

Third Measurable Objective *

Please list the third of three measurable objectives for your proposal.

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

Proposal Focus *

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

(Select from the drop-down menu.)

If you select quantitative research, qualitative research, or mixed methods research, the following question will appear.

Provide the Specific Methodology of Your Study

(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 drop-down menu.)

If you select practice oriented the follow question will appear.

Does the proposed presentation include specific practice recommendations?

(Select from the drop-down menu.)

Identify the section or group to which you are submitting your proposal *

Choose the section or group that you believe is the most appropriate to review your proposal. Please note that SNP proposals must only have a professional development focus.

AC and TCRM have separate submission processes. See the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for instructions on how to submit to AC or TCRM.

If you are unsure of where to submit your proposal, contact the section or group representative. (See pages 7 to 13 of the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for section and SNP descriptions.)

Choose your preferred section (or SNP) below.
(Select from the drop-down menu.)

If you select Family and Community Education, the following question will appear.

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.)

If you select, Family Policy the following question will appear.

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 drop-down menu.)

If you select Family Therapy, the following question will appear.

Does your proposal include use of clinical data that contains practical implications for clinicians, supervisors, and the profession of couple and family therapy?
Special consideration will be offered for proposals that include clinical data.
(Select from the drop-down menu.)

If you select Research and Theory, the following question will appear.

Does this proposal contain BOTH research and theory components?
Research and Theory conference submissions must address both **theory** and **research methods**. If your proposal does NOT address **both theory and research,** please select a new section to submit your proposal. See pages 7 to 13 of the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for section descriptions to choose a new section.
(Select from the drop-down menu.)

If the proposal does not address both theory and research, go back and select another section to submit your proposal.

First Subject Code*
There are **3 categories of Keywords** that will help identify the thrust of your proposal: **Subject Codes, 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 drop-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 drop-down menu.)

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

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

First Population Code*
You may select up to three **Population Codes** in the next three questions. Select from the list below the capitalized terms (e.g., ABILITY, AGE) that best capture the focal population of your submission. For ease, we have created groupings (i.e., ABILITY OR DISABILITY) rather than placing each term in alphabetical order. Please select codes from within the groups. Refer to the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) as necessary.

Please select one **Primary Population Code** from the list below that best the focal population of your submission.

(Select one word from the drop-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 **Primary Population Code** from the list below that best captures the focal population of your submission.

(Select one word from the drop-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 **Primary Population Code** from the list below that best captures the focal population of your submission.

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

First Method and/or 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 drop-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 drop-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 drop-down menu.)

Identify Specific Theories or Methodologies Not Listed in Methods and/or Approach Codes
Please list specific theories or Methodologies identified in your proposal not listed in the Methods and/or Approach Codes.

(Please write any theories or methodologies 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.

How to Load 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**).

The long proposal document is used for the review process. The proposal consists of **up to 1,000 words** plus a maximum of two pages of tables/charts, and maximum of one page of references. Do not list author information 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, Methods, Analysis and Preliminary Results/Contributions, and Implications for Research/Practice/Policy.

See page 4 of the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for instructions on submitting a symposium proposal.
This question gives instructions for loading your proposal. Additional information can also be found on page 5 of the **2023 NCFR Call for Proposals (**https://www.ncfr.org/ncfr-2023/call-for-proposals)

Load Your Long Proposal*
Please load a PDF of your long 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.

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 2023 NCFR Annual Conference. If you answer "yes" to the question, please provide the details.

If you have specific questions, please contact the representative of the section or area to which this proposal is being submitted. See pages 7-13 of the **2023 NCFR Call for Proposals** (https://www.ncfr.org/ncfr-2023/call-for-proposals) for contact information.

(Select from the drop-down menu.)

If you select, Yes, this proposal has been or will be published or presented prior to the 2023 NCFR Annual Conference the following question will appear.)

Proposal Status Explanation
Please provide the details if you checked the box above that your proposal has been previously or will be published or presented prior to the 2023 NCFR Annual Conference.

(Provide details in the text box provided.)

Commercial Interest*
Does the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission.

(Select from the drop-down menu.)

If you answer yes, the following question will appear.

Explanation of Commercial Interests or Associations*
Please provide the details of your commercial interests or associations.

(Provide details 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, sell, and disseminate audio and video materials of your presentation.)

Declaration That 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 from the list below in which you are a member.

(This is a drop-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 **2023 NCFR Reviewer Signup** (https://www.surveymonkey.com/r/NCFR2023ReviewerSignup).

Reviews will be completed between March 14 and March 30. An email will be sent to you on March 14 informing you about your proposals to review, if you are selected as a reviewer. You may review up to five proposals per section for a maximum of two sections.

(This is a drop-down menu.)

If you select "Yes," complete the reviewer sign-up form (https://www.surveymonkey.com/r/NCFR2023ReviewerSignup) to be added to the list of possible reviewers. You must sign up again this year even if you previously reviewed NCFR conference proposals.) Reviewers must be NCFR members.

(Provide details in the text box provided. All who review must be NCFR members.)

(Select from the drop-down menu.)

A final message from Oxford will then appear. If you feel the submission is complete, click the **Submit** button. If there are mandatory fields that have not been completed, the following note will appear.

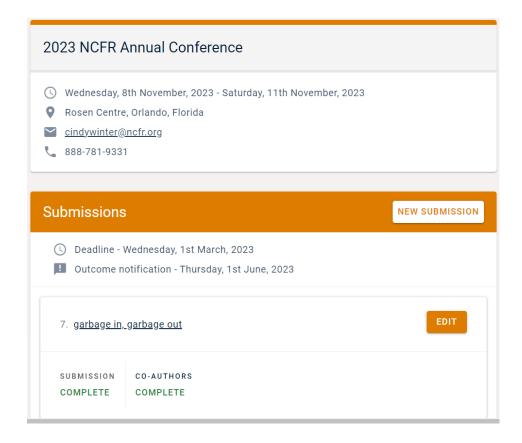Click the **Cancel** button to go back and complete the highlighted fields. Scroll down to **Submit.** If your submission is complete, Oxford Abstracts will upload your submission. You will receive an email from Oxford verifying you have submitted a proposal.

You will be returned to your Oxford Abstracts dashboard. From here, you can review and amend your proposal, as necessary. The dashboard will include all submitted proposals and a list of Author Forms to fill out.

2023 NCFR Annual Conference

🕐 Wednesday, 8th November, 2023 - Saturday, 11th November, 2023

📍 Rosen Centre, Orlando, Florida

✉️ cindywinter@ncfr.org

📞 888-781-9331

Submissions   NEW SUBMISSION

🕐 Deadline - Wednesday, 1st March, 2023

❗ Outcome notification - Thursday, 1st June, 2023

7. garbage in, garbage out   EDIT

SUBMISSION	CO-AUTHORS
COMPLETE	COMPLETE

Click on Edit if you want to edit the proposal.

Emails for Authors, Co-Authors, Discussants, Facilitators, Moderators, Chairs
Received After a Submission Has Been Completed

After your proposal has been completed all authors, co-authors, discussants, facilitators, moderators, and chairs will receive an email from Oxford. The email includes a link for you to indicate whether you are attending the conference in person.

Dear Cynthia Winter,

A proposal, *"How to Adapt With Changes Through the Pandemic,"* proposal #14, has been submitted for the 2023 NCFR Annual Conference at the Rosen Centre in Orlando, FL, November 8-11. You are listed as an author, co-author, discussant, facilitator, moderator, or chair/co-chair on this proposal.

Each person listed on the proposal is required to answer a brief question. Please log in or register and let us know if you are attending the 2023 NCFR Annual Conference in Orlando, FL.

Please let us know if you have any questions.

Cindy Winter, CMP (cindywinter@ncfr.org)
Conference Consultant

Jennifer Crosswhite, Ph.D., Certified Family Life Educator

When you click on the link, you will see the following screen.

Submissions   NEW SUBMISSION

🕐 Deadline - Wednesday, 1st March, 2023

💬 Outcome notification - Thursday, 1st June, 2023

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10. Looking to the Next Steps   EDIT

SUBMISSION   CO-AUTHORS
COMPLETE   VIEW INCOMPLETE

Author forms to fill out

You were listed as an author on a submission in this event. Please fill out the following form to complete the submission process.

Looking to the Next Steps
Submission ID 10   COMPLETE FORM
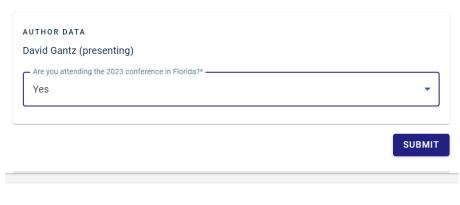
Click on "**Complete Form**" under Author forms to fill out.

Answer the question in the drop-down menu and click **Submit**. At the bottom of the screen it will give a summary of all the people listed in the proposal

Looking to the Next Steps

Your email was matched to the following author. Please submit the author form and view the full submission below.

AUTHOR DATA

David Gantz (presenting)

Are you attending the 2023 conference in Florida?*

Yes ▾

SUBMIT

10

Looking to the Next Steps

David Gantz[1], Cynthia Winter[2]
[1]asdf, asdf, MN, USA. [2]NCFR, St. Paul, MN, USA

Additional Notes:

If you submitted a proposal in 2018 through 2022, you will see a list of previous conferences to which you have submitted proposals. Click the **View** button on the **2023 NCFR Conference** for your 2023 submissions.

If you have questions at any time as you submit your proposal, please contact me at **cindywinter@ncfr.org** or call me at 612-759-8580. If you have questions regarding content, contact the section chairs. Remember proposals are due by 11:59 pm PST, March 1. Good luck.