Reviewer Instructions for the 2023 Annual NCFR Conference Proposals

Dear Colleague,

Thank you for agreeing to be a reviewer. Your role is very important in ensuring a high-quality NCFR Conference.

The following are instructions for reviewing NCFR proposals. We encourage you to use these instructions as you review proposals.

We also encourage you to view two webcasts before you begin reviewing:
- **Reviewing NCFR Conference Proposals** (2017) by Karen Myers-Bowman at www.ncfr.org/events/reviewing-ncfr-conference-proposals (steps 1-7)
- **Introduction to Oxford** (2023) by Cindy Winter on how to complete the reviewer form in Oxford at www.ncfr.org/events/reviewing-ncfr-conference-proposals (step 8)

Every proposal – research or practice oriented – has ONE set of criteria. There are six questions to rate the rigor and quality of the proposal. The scale ranges from 1 to 5 resulting in the highest possible total score of 30. **The total score will be visible to you after you complete the review.** Total scores will be calculated, averaged, and provided to the section chairs as they prepare their programs. If you have previously reviewed proposals online, some of the scoring questions may be worded slightly different. There is also a grading rubric to use as you score the proposals. The rubric is integrated into the reviewer form for your convenience.

If the proposal format is a symposium you will need to answer one additional question (question 5). This question will not be given a numeric score. Please do not answer this question unless the specified format is a symposium.

Additional questions are provided on the reviewer form to help the section chairs as they plan the program. Pull-down menus exist to answer these questions.

If you have questions on the review process, please contact your section chair or **Cindy Winter** (phone: 612-759-8580 or e-mail: cindywinter@ncfr.org).

Sincerely,
Your program committee

Helpful Hints

Here are some helpful suggestions to remember as you begin to review proposals:

- If you discover you are familiar with the work being discussed in the proposal, please check the "Conflict of Interest" box on the reviewer form. Please email **Cindy Winter** (cindywinter@ncfr.org) immediately so that another reviewer can be assigned to the proposal.
- To begin the review process, download all the proposals to which you have been assigned so that you can compare the proposals. Instructions on how to download the submissions are below.
- When reviewing, answer all questions and score Questions 1, 2A, 2B, 3, 4A, and 4B. Answer question 5 **only** if the preferred format is a symposium.
- You are required to write comments to the author and the section chair. Authors will only see comments to the author(s). Please write strengths and constructive comments that will be helpful to the author(s). Do not unduly criticize the proposal.
- There are questions for practitioner-oriented proposals, and for proposals submitted to the Family Policy, Family Therapy, and Research and Theory Sections. Please answer these questions **only** if it applies to the proposal you are currently reviewing.
- All reviews are due **March 30, 2023 11:59 ET**

Section chairs assign three reviewers to each proposal. Reviewers are sent an email from Oxford Abstracts when they are assigned proposals to review. **Reviewers should include OxfordAbstracts.com as a "safe sender" because all communications regarding reviewing proposals will be through Oxford Abstracts.** The reviewer email includes the following URL to the reviewer form: https://app.oxfordabstracts.com/stages/5279/submissions/review

Replicas of the review screens and questions are shown below. In this instructional document questions in the database are shaded yellow. Instructions from NCFR staff follow the questions. **Note:** You will not see any shading in the Oxford Abstracts system itself.

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**.

When you click the link provided in the email with your reviewer assignments, you will see the login screen to the left.

Note: If you have never submitted a proposal or reviewed before, see instructions on page 4 of this document.

If you submitted a proposal or reviewed a proposal for any NCFR Conference between 2018 and 2022, you are already in the Oxford database. **Sign in** using your email and password.

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**.

If you can't remember your password, click on "**Forgot my Password**" button. enter your email and click "**Send reset link**" 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.

Reset your password

Enter a new password

Password

At least 8 characters, including a number and a letter 👁

Confirm password

Repeat your password

Update password

Remembered your password? **Sign in here**

Click the reset button to reset your password. Enter your new password, confirm that password, and click "Update password." Then login to Oxford.

If you have reviewed for NCFR in previous years you may be directed to a dashboard which lists the years that you have reviewed. Click on **2023 NCFR Annual Conference "View"** to the begin reviewing.

Creating A New Account If You Have Never Submitted a Proposal or Reviewed For NCFR

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**".

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.

Completing the Reviews

The first time you log into the reviewer form, you will see a short tutorial on reviewing. Click on ==Next== at the bottom of the tutorial until you have completed the tutorial.

Once you have completed the short tutorial, a split screen with 2 columns will appear. The left column of your screen shows proposals to which you have been assigned to review. The right column of your screen provides a letter with reminders and instructions to guide you in scoring each of the proposals. **Please carefully read through this welcome letter.**

Click on the button that says "**Start Reviewing**"

Your screen will then split into three columns on the next screen.
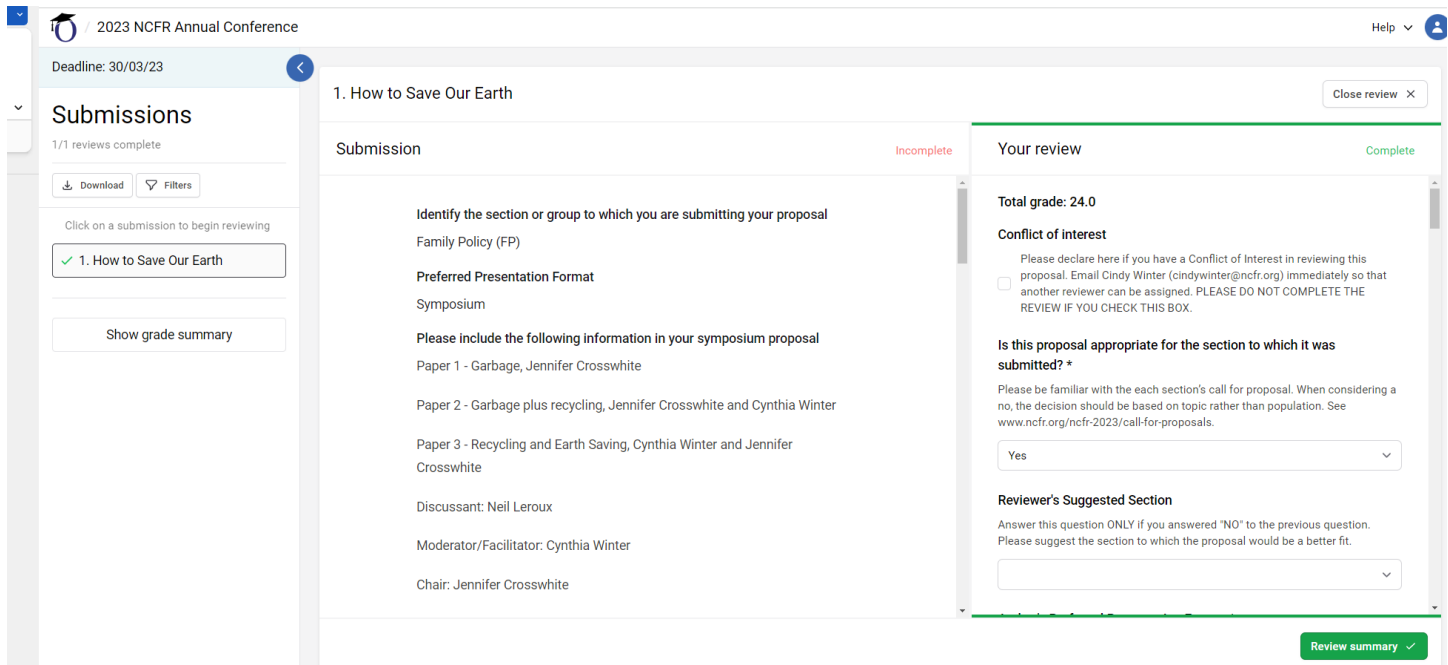
SUBMISSIONS
The left column of the screen provides a list of the proposals assigned to you, including a list of all the proposals you are to review and how many reviews you have completed. There are two buttons: **Download and Filters.**

Click on the Download button to download each proposal. We recommend printing and comparing all your assigned proposals before scoring to have a better idea of how to score each proposal individually.

Click on one of the titles to start reviewing. Titles that have a green checkmark have been reviewed. Proposals that still need to be reviewed have the proposal number and title.

The middle column of the screen, **Submission,** provides information about the proposal to which you have been assigned

The right column of the screen is the review questions. The upper-right corner of this third column indicates whether the review is complete or incomplete. The **Total grade** of the scored proposal appears under **Your Review** after the completion of your review.

Your Review:

The following is a list of all questions you will be asked for reviewing purposes.

Conflict of Interest
Please declare here if you have a Conflict of Interest in reviewing this proposal. Email Cindy Winter (cindywinter@ncfr.org) immediately so that another reviewer can be assigned. PLEASE DO NOT COMPLETE THE REVIEW IF YOU CHECK THIS BOX.

If you discover that you are familiar with the work of this proposal, check the box and abandon this review. If there is not a conflict of interest, leave the question unchecked and continue your review.

Is this proposal appropriate for the section to which it was submitted*
Please be familiar with each section's call for proposal. When considering a no, the decision should be based on topic rather than population. See https://www.ncfr.org/ncfr-2023/call-for-proposals.

Click on the pull-down menu and select your answer.

Reviewer's Suggested Section
Answer this question ONLY if you answered "NO" to the previous question. Please suggest the section to which the proposal would be a better fit.

Do not answer this question if you said yes to the above question. Select your recommended section from the pull-down menu.

This is a required question. Scroll down on the middle column of the screen to find the author's preferred format. Select the appropriate answer from the pull-down menu.

Answer this question **only** If you feel that a different format is a better fit for the proposal and select your recommended format from the pull-down menu.

Instructions for Reviewing Your Proposal

You will now begin answering the questions which receive a numeric score. Questions 1, 2A, 2B, 3, 4A, and 4B are all required and must be rated on a scale ranging from 1 to 5.

Question 1 - Overall - The proposal has the potential to stimulate new knowledge, research, and/or innovate practices. *

The work pushes the field forward.

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - Fills a gap in our existing knowledge base. Novel ideas in theory, practice, methods, pedagogy, or populations are provided.
4 - Mostly included.
3 - Moderately fills the gap in our existing knowledge base. Some novel ideas in theory, practice, methods, pedagogy, or populations are provided.
2 - Somewhat included, but incomplete.
1 - Minimally fills the gap in our existing knowledge base. Few to no novel ideas in theory, practice, methods, pedagogy, or populations are provided.

3	⌄

Your review   Incomplete

| 4 | ⌄ |

Question 2A - Thesis/Aims/Goals Section of the Proposal - Strongly Based on Existing Research *

The work is based strongly on existing research.

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - Objectives/goals clearly stem from previous research. References are relevant.
4 - Mostly included.
3 - Objectives/goals moderately stem from previous research. Some references are relevant.
2 - Somewhat included, but incomplete.
1 - Objectives/goals do not clearly stem to previous research. Few to no references are relevant.

| | ⌄ |

Your review   Incomplete

Question 2B - Thesis/Aims/Goals Section of the Proposal - Strong Connection to Theory *

The work includes a strong connection to theory.

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - Theory section is present, referenced, and clearly written with strong connection to the proposed research and/or practice. Objectives/goals clearly stem from theory. Proposal demonstrates strong understanding of the connection between theory and study/project design.
4 - Mostly included.
3 - Theory section is present, but references are not included and theory is not as clear as needed or the connection to the project is weak. Objectives/goals moderately stem from theory. Proposal demonstrates moderate understanding of the connection between theory and study/project design.
2 - Somewhat included, but incomplete.
1 - Theory section is not present. Objectives/goals are not connected to theory. Proposal demonstrates little to no understanding of the connection between theory and study/project design.

Review summary ✓

Question 2A - Thesis/Aims/Goals Section of the Proposal - Strongly Based on Existing Research*
The work is based strongly on existing research.
Select your score from the pull-down menu.

Question 2B - Thesis/Aims/Goals Section of the Proposal - Strong Connection to Theory or Conceptual Framework*
The work includes a strong connection to theory.
Select your score from the pull-down menu.

Question 3 - Methods Section of the Proposal - The proposal is appropriate with a rigorous approach used. *

An appropriate and rigorous approach was used/proposed. For more practice-based or workshop proposals, this section articulates the "how to" (e.g., how an intervention was carried out, what process you will use to facilitate the workshop) rather than traditional empirical methods (e.g., samples and procedures).

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - Methods to conduct the research are appropriate and rigorous. For research proposals, include how data was collected, sample, measures, and analytic plan. Clearly describes appropriate and rigorous pedagogical and/or delivery methods for educational or practice content.
4 - Mostly included.
3 - Methods section is moderately appropriate and rigorous. Provides a moderate description of appropriate pedagogical and/or delivery methods for educational or practice content.
2 - Somewhat included, but incomplete.
1 - Methods section is not appropriate or rigorous. Provides a limited or

Question 4A - Analysis and Preliminary Results/Contributions and Implications Section of the Proposal - Explicit, Strong Contribution *

Proposals include explicit, strong contributions (e.g., preliminary results and contributions) and implications (e.g., application of contributions).

Note: Workshop proposals do not need to include results but should address potential contributions and innovations.

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - Proposal demonstrates strong research contributions based on data collected and implications for future research or practice. Proposal provides a clear plan to share the featured program practice, and innovative educational or practice content.
4 - Mostly included.
3 - Proposal demonstrates moderate research contributions based on data collected and implications for future research or practice. Proposal provides a moderately clear plan to share the featured program practice, and innovative educational or practice content.
2 - Somewhat included, but incomplete.

Question 4B - Analysis and Preliminary Results/Contributions and Implications Section - The Work is Sufficiently Developed *

Please rate whether the work provided is far enough so that a completed presentation can be prepared by the conference.

Grading is based on a score of 5 (high) to 1 (low). Please read the criteria below for each score and select an option that best reflects the submitted proposal.

Criteria:
5 - The work is sufficiently advanced enough to provide a robust presentation at the conference.
4 - Mostly included.
3 - The work has potential to be sufficiently advanced enough to provide a robust presentation at the conference.
2 - Somewhat included, but incomplete.
1 - The work is not sufficiently advanced enough to suggest it will provide a robust presentation at the conference.

The next question is only to be answered if the proposal is a symposium.

Question 5 - Additional Symposium Question - Are Papers Fully Integrated Into the Overall Symposium
Answer ONLY if the proposal format is a SYMPOSIUM.
Are papers fully integrated into the overall symposium? Do the papers in the symposium provide a collective contribution?
Choose "yes" or "no" from the pull-down menu. No grade is given.

The next question should **only** be answered if the proposal is practitioner-oriented.

Additional Question for Proposals Submitted to the Family Policy Section
Does the proposed presentation clearly articulate the policy context and/or policy implications?
Answer **only** if the proposal was submitted to the Family Policy Section.
Choose 'yes' or 'no' from the pulldown menu.

Additional Question for Primarily Practitioner-Oriented Proposals
Does the proposed presentation include specific practice recommendations?
Choose 'yes' or 'no' from the pull-down menu.

The next three questions should **only** be answered if the proposal was submitted to either the Family Policy, Family Therapy, or Research and Theory Sections

Additional Question for Proposals Submitted to the Family Therapy Section
Does your proposal include clinical data that contains practical implications for clinicians, educators, supervisors, and the profession of couple and family therapy?
Answer **only** if the proposal is submitted to the Family Therapy Section.
Choose 'yes' or 'no' from the pulldown menu.

_____

Answer **only** if the proposal is submitted to the Research and Theory Section.
Choose 'yes' or 'no' from the pulldown menu.

This is a required question. The author(s) will see these comments. It is very important that you write strengths of the proposal, and constructive comments that will help the author(s) as they prepare for presentation. If the proposal was rejected, these comments can help them in future projects.

This is a required question. Your comments will be helpful to the section chairs as they make decisions regarding what to accept to the conference.

Finishing the Review

After you have finished scoring the proposal, you can click on Review Summary and a summary of all the questions and scoring will appear. (See next page).

When you have multiple proposals to review, the Review Summary button will say Next Submission. You can click, Next Submission, to go to your next review or you can click on the title of the proposal in the left column you wish to review.

You may also return to a Previous Submission to review previous scoring.

<mark>Review Summary</mark>

		QUESTION 1 - OVERALL - THE PROPOSAL HAS THE POTENTIAL TO STIMULATE NEW KNOWLEDGE, RESEARCH, AND/OR INNOVATE PRACTICES.	QUESTION 2A - THESIS/AIMS/GOALS SECTION OF THE PROPOSAL - STRONGLY BASED ON EXISTING RESEARCH	QUESTION 2B - THESIS/AIMS/GOALS SECTION OF THE PROPOSAL - STRONG CONNECTION TO THEORY	QUESTION 3 - METHODS SECTION OF THE PROPOSAL - THE PROPOSAL IS APPROPRIATE WITH A RIGOROUS APPROACH USED.	QUESTION 4A - ANALYSIS AND PRELIMINARY RESULTS/CONTRIBUTIONS AND IMPLICATIONS SECTION OF THE PROPOSAL - EXPLICIT, STRONG CONTRIBUTION	QUESTION 4B - ANALYSIS AND PRELIMINARY RESULTS/CONTRIBUTIONS AND IMPLICATIONS SECTION - THE WORK IS SUFFICIENTLY DEVELOPED
TITLE	**TOTAL GRADE**						
All submissions average	NA	NA	NA	NA	NA	NA	NA
1. How to Save Our Earth	Incomplete	NA	NA	NA	NA	NA	NA

Grade summary — Close summary ✕

This summary provides the total grade and individual question scores across all reviews.

Under Total Grade, "incomplete" will show for any proposals that have not been reviewed. A total score is provided for all proposals reviewed.

When you are complete, you can click **<mark>Close Summary</mark>** found in the upper right-hand corner or **<mark>Reviewer home page</mark>** in the lower right-hand corner. Both buttons will return you to the initial screen with the welcome letter.

Choosing Close Summary or Reviewer home page will take you to a screen where you can choose another proposal to review, if necessary.

If you have any questions as you are reviewing contact Cindy Winter (cindywinter@ncfr.org or phone 612-759-8580).

Thank you for your service as a reviewer. Your work helps to ensure that the NCFR Conference has top-quality presentations.