

Step by Step Guide for Submitting a Proposal to the 2024 NCFR Annual Conference

Oxford Abstracts: NCFR's online conference submission database

To begin the submission process, log in using the link on the NCFR website: ncfr.org/ncfr-2024 or the direct URL to the database is <https://app.oxfordabstracts.com/stages/13740/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 amend 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 of the **2024 NCFR Call for Proposals** (ncfr.org/ncfr-2024/call-for-proposals) for full details.

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.



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



Continue with Google



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](#).

Logging into Oxford Abstracts

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 2023, you are already listed in the Oxford database. Click on Sign in Enter your email and password from 2023. 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 reset link" button.

You recently requested to reset your password for your Oxford Abstracts account. Use the link below to reset it.

[Reset your password](#)

For security, this request was received from a Windows device using Chrome.

If you did not request a password reset, please ignore this email or [contact support](#) if you have questions.

Thanks,
The Oxford Abstracts Team

An email will be sent to you from Oxford to reset your password. Click on the link in the email to get back to Oxford to reset your password.

If you're having trouble with the link above, copy and paste the URL below into your web browser.

<https://auth.oxfordabstracts.com/reset-password/2931aa687bc6f76fe708bd08d382687663841d84e291a697c6a71ff4346fad27096f5a2b57259bc40072ceb5576f40783f86b9944a160fc1be1734bad93211c4bf85e8cb6ea0012fd18daa0c5f3132a13b7e0caffc80340e38?email=jennifercrosswhite%40ncfr.org&redirect=https://app.oxfordabstracts.com>



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](#)

You will be directed to a new web page allowing you to update your password.

Enter your new password, confirm that password, and click "Update password." The Oxford login page will appear next.

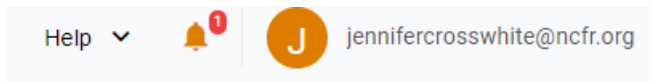
If you receive a message different from above, copy and paste this URL <https://app.oxfordabstracts.com/stages/13740/submissions/new> into your browser and hit enter. The sign in form will then appear.

Note: If you have changed your email and/or employer since you registered in Oxford, you can change this information on the Oxford database:

Instructions for changing your email and bio information on Oxford Abstracts.

Only you are able to change your email or bio information within Oxford. NCFR staff are unable to make these types of changes, but they can help amend bio information in *the submission*. Here is how you can update your information.

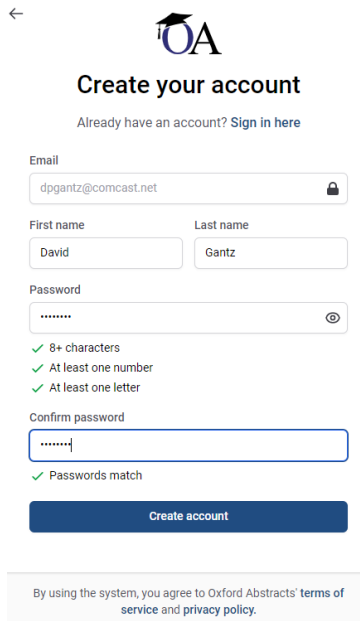
- Log into Oxford Abstracts using the link that was provided.
- When logged in, your name will appear in the upper-right corner of the screen.



Click on your name and then My Profile.

You will see options to update your name, email address, and password. This is where you can update name, email, or password. Your other bio information such as highest degree, present position, employer, etc. is provided when submitting a proposal.

Creating A New Account If You Have Never Submitted To NCFR



After you click on the submission link, you will see the login screen (see image on page 2). Click on Create an account and continue with email.

Enter your email, first and last name, and a password.

You will receive a message from Oxford like this after you create your account:

From: support@oxfordabstracts.com <support@oxfordabstracts.com>

To: ?????? Email: ooooooooooooo.edu>

Subject: Oxford Abstracts Registration

Thank you for registering with Oxford Abstracts.

Your username is (*whatever name you created*)

This is the name you gave us: (*whatever name you created*).

If you have any questions regarding this email, please contact

support@oxfordabstracts.com.

Oxford Abstracts Support Team

Follow the prompts to finish setting up your account. Once it is ready, you can begin submitting your proposal.

Filling Out The Questions On The Submission Form

You will now be directed to the questions for submitting a proposal.

A welcome message will appear first with instructions about mandatory questions and other important information. One important item to note 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.com. Be sure that all the listed emails are on your safe list to receive emails.)

Author Information

Enter information about **ALL the authors and co-authors** on your proposal.

ALL first authors 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, email address, and a phone number. You may also add an alternative email address. The phone number and alternative email address is needed so that we can reach you. For co-authors **not** presenting, include only email address, phone number, and employer information. **Please note it is mandatory that at least one author is marked in the Presenting box and registers for and presents in person at the conference.**

For symposium submissions, enter the names of **ALL 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.

You will then enter bio information on the authors. The following questions will appear.

Author			
Title	First Name*	Middle Initial	
Last Name*	<input type="checkbox"/> Presenting*	Email*	
Current Licenses			
Phone number*			
Alternate email for submitter.			
Affiliation 1			
Employer*	City	State/Province	Country* ▼

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.

Discussants, moderators, facilitators, presiders, and chairs/co-chairs should also be checked as "Presenting."

For all these positions the following questions will appear.

Current Job Title

Current Department

Highest Degree Earned

Discipline of Degree

Where Degree Earned

Current Licenses

Phone number*

Alternate email for submitter.

Affiliation 1

Employer* City State/Province Country*

Add Another Author

Click **Add Another Author** to add the required information for all co-authors, discussant, facilitator, moderator, chair/co-chair, president (if applicable for a symposium). For co-authors only the email, current department, and employer questions will appear.

+ ADD ANOTHER AUTHOR

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 format options with an explanation is provided. Read these carefully when selecting the formats. The formats are also listed in the **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/all-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. You can copy/paste this information from your long proposal into this question.

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 above question will appear.

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.

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.

First Measurable Objective *

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

See sample objectives on page 5 of the **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/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 **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/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 **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/call-for-proposals)

Provide your 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 have a **professional development focus only.**

Affiliate Councils and **Theory Construction and Research Methodology** have separate submission processes. See the **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/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 **NCFR 2024 Call for Proposals** (ncfr.org/ncfr-2024/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.

If you select Family and Community Education Section, 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 provided.

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, educators, 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 **2024 NCFR 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, 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 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 the third **subject code** that best describes the focus of your proposal, not the population.

Select one word from the drop-down menu.

First Primary Population Code *

You may select up to three **Primary 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 [2024 NCFR Call for Proposals](#) as necessary.

Please select one **Primary Population Code** from the list below that best the focal population of your submission (e.g., sample, prevention/intervention target, policy).

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

Second Primary Population Code

Please select a second **Primary 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 drop-down menu. As you are selecting population codes, avoid selecting lines that say, 'do not select this line.'

Third Primary Population Code

Please select a third **Primary 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 drop-down menu. As you are selecting primary 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/or 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/or 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 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.

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 a 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.

This question gives instructions for loading your proposal. Additional information can also be found on page 5 of the [2024 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 submission 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 2024 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 [2024 NCFR 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 2024 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 2024 NCFR 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, and sell and disseminate audio and video materials of my/our 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 [2024 NCFR Reviewer Signup](#).

Reviews will be completed between March 14 and March 29. 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," please log in to the reviewer signup to be added to the list of possible reviewers. You must sign up again this year 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 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.

Select from the drop-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 4, the proposal submission deadline, to complete the proposal. Log in at <https://app.oxfordabstracts.com/stages/13740/submitter> 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 submitted proposals. If you want to add a submission, click on **New Submission**. You can also end your proposal from this screen by clicking edit.

Additional Notes:

When logging back into Oxford, you will see a list of previous conferences for which you submitted a proposal between 2018 and 2023. Click the **View** button for the 2024 NCFR Conference to find this year's submissions.

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