

Steps to Submit a Paper

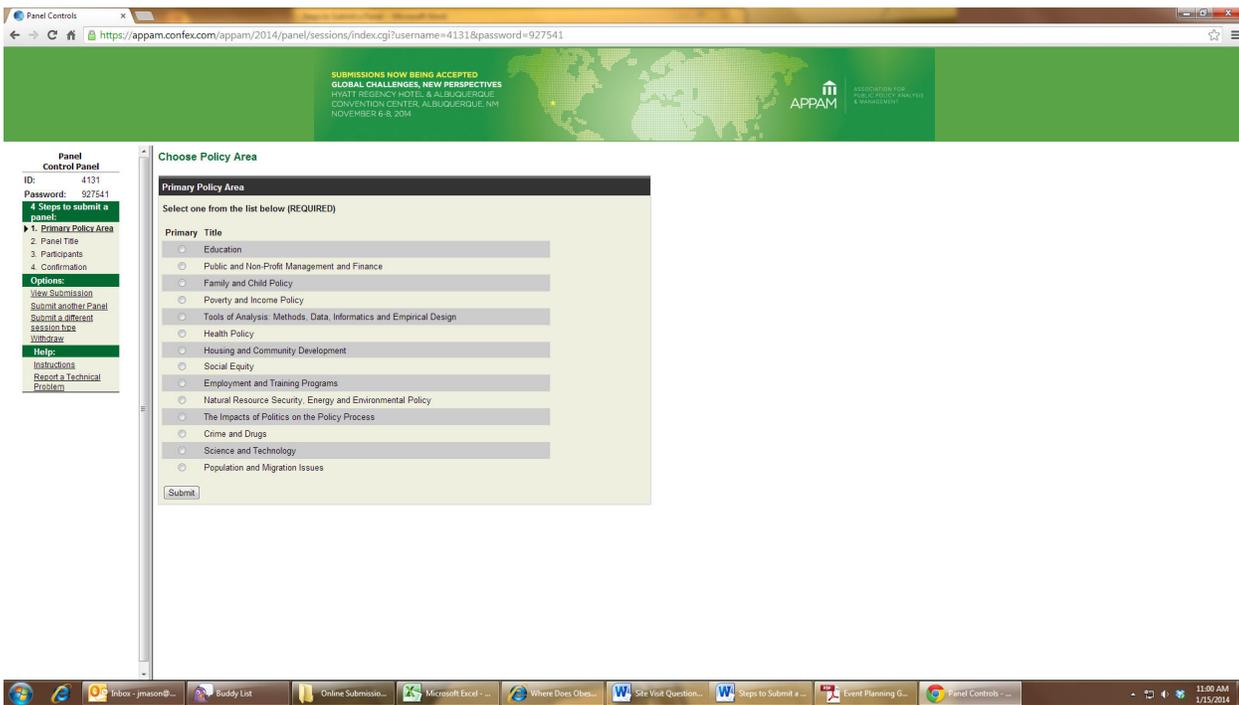
Please note: Before you begin a submission you will need to compile the following information:

- names, affiliations, phone numbers and emails of all authors and a decision on who will present the paper if accepted
- the paper title and an abstract of the paper that is less than 500 words in length
- information about whether or not the paper being submitted has been published or presented at a previous conference and whether or not you will need permission to present it
- an understanding of which policy category best fits your paper

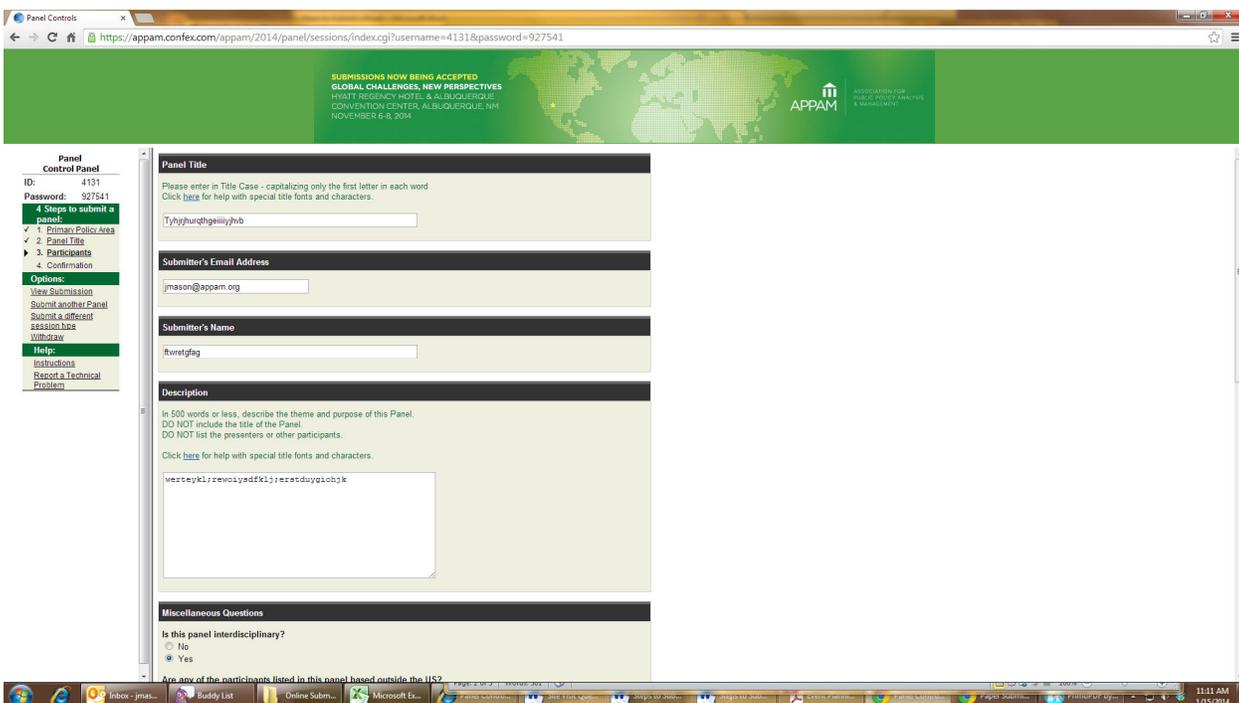
1. Go to <http://appam.confex.com/appam/2014/cfp.cgi>

The screenshot shows the APPAM website's 'Call for Proposals' page. The page header includes the APPAM logo and navigation links. A green banner at the top of the main content area reads: 'SUBMISSIONS NOW BEING ACCEPTED GLOBAL CHALLENGES, NEW PERSPECTIVES HYATT REGENCY HOTEL & ALBUQUERQUE CONVENTION CENTER, ALBUQUERQUE, NM NOVEMBER 6 & 8, 2014'. Below this, there is a 'View, Resume, Edit or Withdraw a Submission:' section with a login form for Proposal ID# and Password. The main content area is titled 'Call for Proposals' and features the following text: '2014 Fall Research Conference November 6-8, 2014 Albuquerque, NM'. It states that the conference will be held at the Hyatt Regency Hotel and Albuquerque Convention Center. The theme is 'Global Challenges, New Perspectives'. The page lists submission categories: WORKSHOP, PANEL, and SINGLE PAPER SUBMISSION, each with a deadline of Friday, April 11, 2014, 12:00 a.m. EST. There are green buttons for 'Submit a Workshop', 'Submit a Panel', and 'Submit a Paper'.

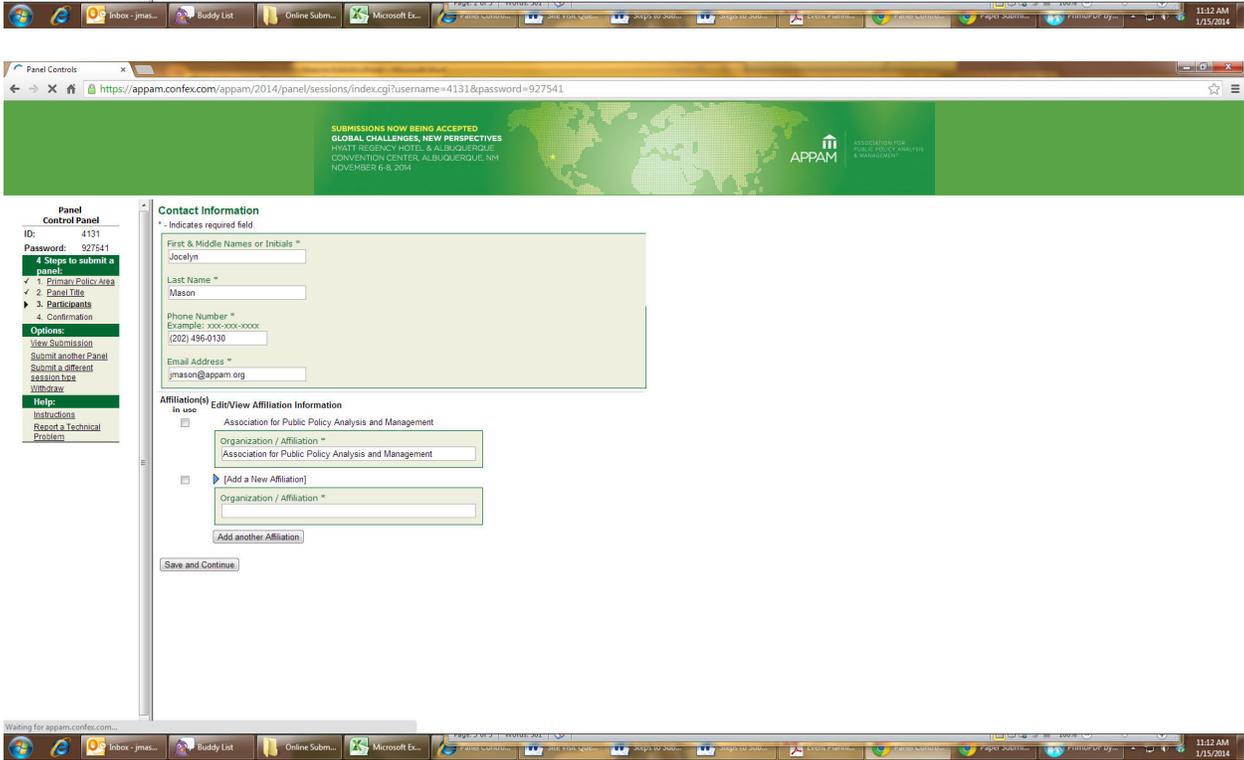
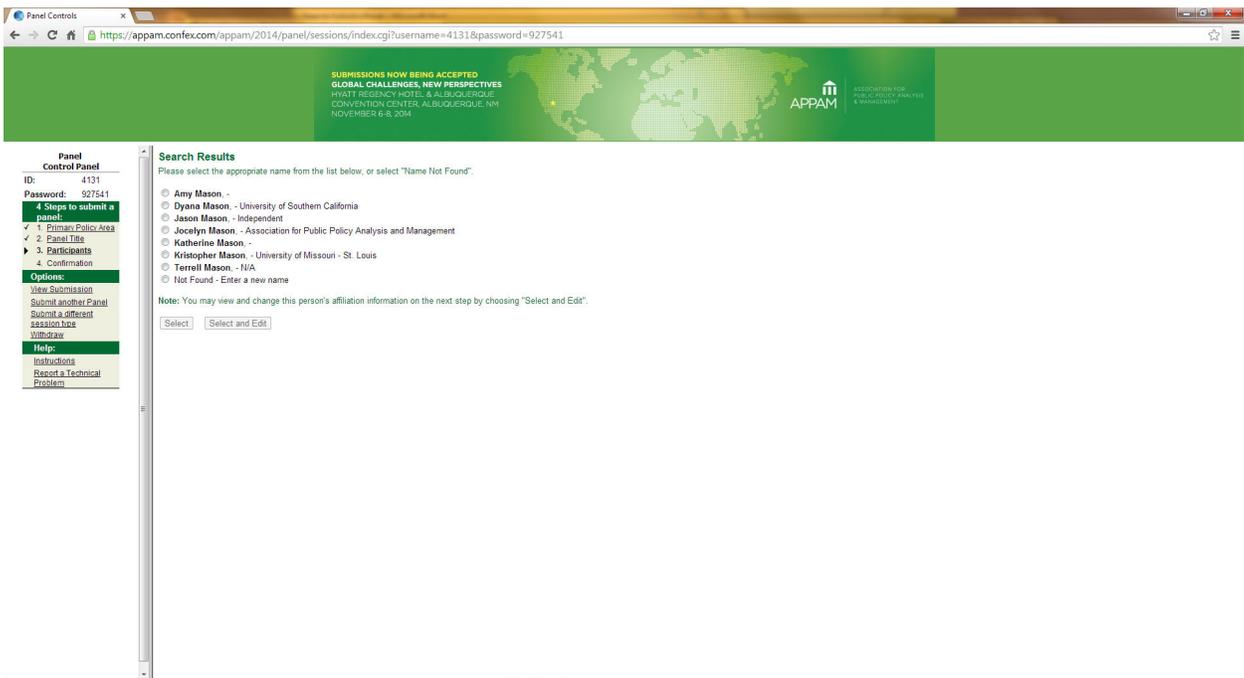
2. Click on "Submit a Proposal"
3. Select a primary policy area that best fits your submission and click "Submit"



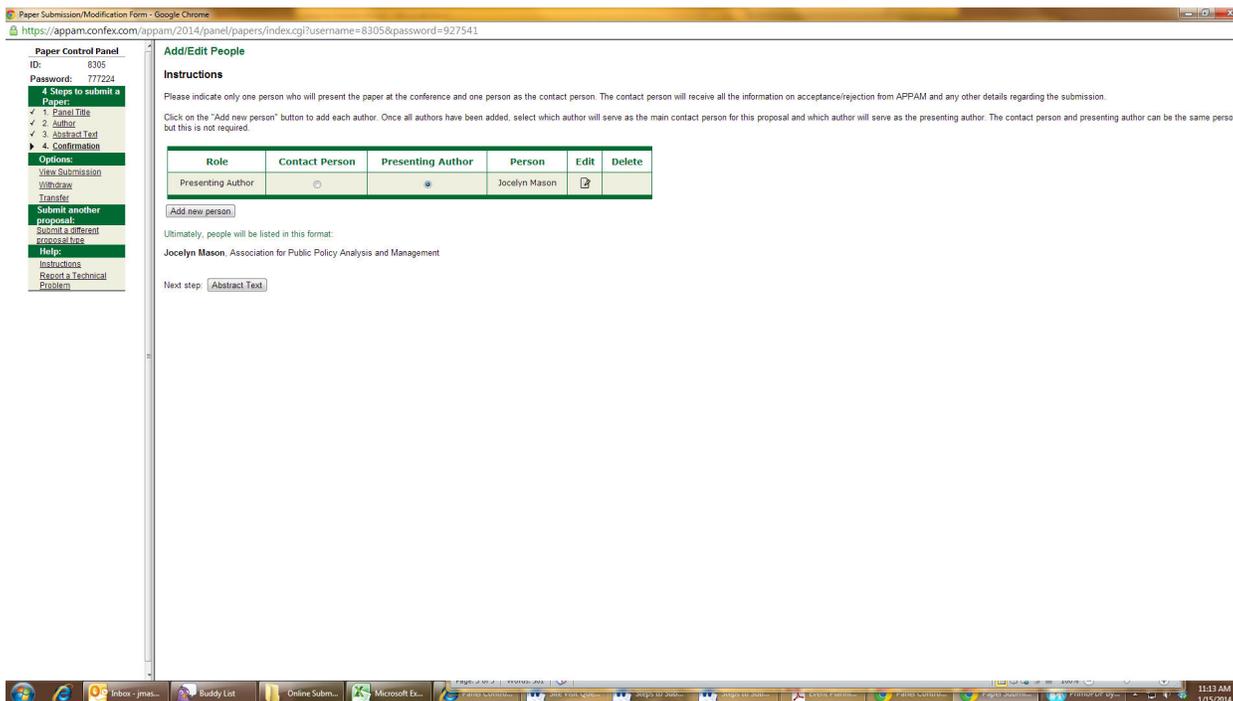
4. Enter the title of your paper in title case, enter your email address and answer the multiple choice questions about yourself and your paper. Click “Save and continue”



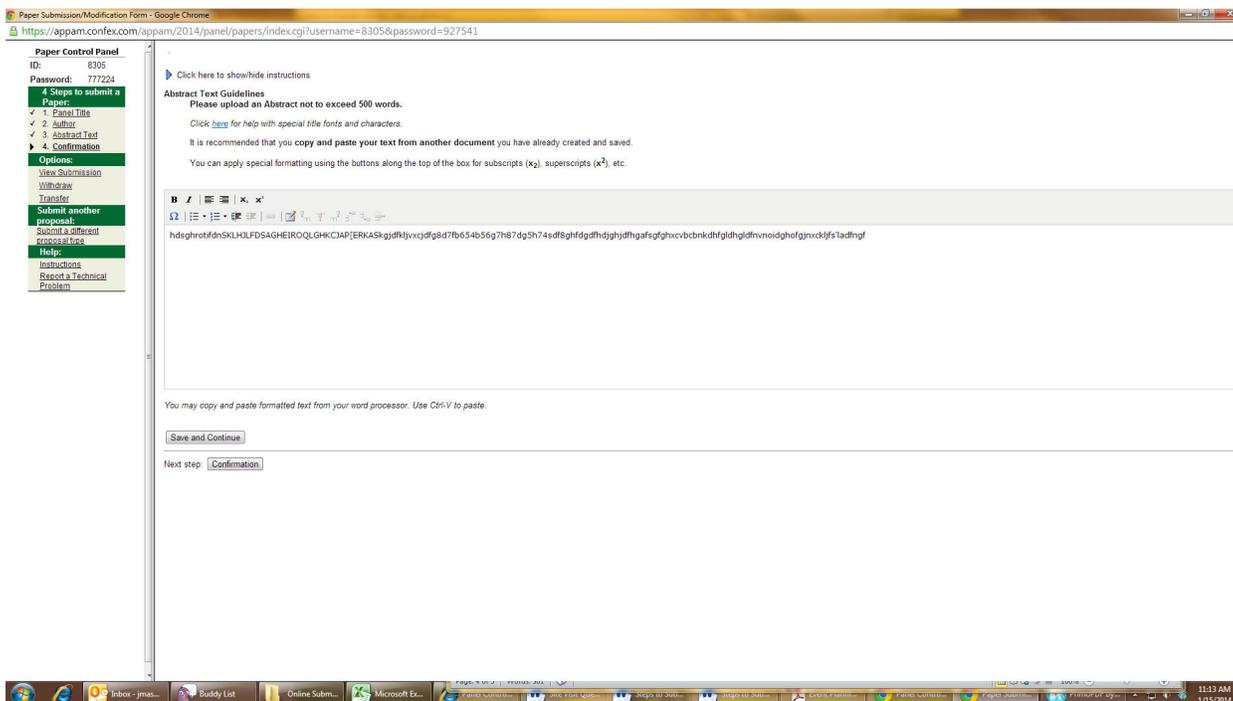
5. Type in the last name of the first author and click “search”. You will then see a list of entries that match the last name you entered. If the name you want is on the list, please click “Select and edit”, you will then be able to review the information related to that entry to determine if it is correct. If it is not correct, you will be able to make changes. If the name you want is not on the list, select “not found” and then click “Select” and you will be directed to fill in the author’s info. If no names are found in the system matching the last name you entered, you will be directed to create a new record for the author.



- You will then be taken to a page where you can add additional authors, using the same steps as those listed above. Once all authors are listed you will need to identify the presenting author and a contact person using the radio buttons.



7. Once you have finished adding all authors, and selected a presenting author and contact person a button will appear marked "Abstract Text", click this button.
8. Copy and paste your abstract text into the box provided. Your abstract may be no less than 100 characters and no more than 500 words and does not need to include authors, title or bibliographical information. Once you have entered your text, click "save and continue"



This last page is your confirmation page; please review the information on this page carefully. If you are happy with the information, click "conclude submission". If you do not see this page and click "conclude submission" your submission will remain incomplete. Submissions not completed by the submission deadline will be deleted and not considered for inclusion in the conference.

The screenshot displays the APPAM Panel Controls interface. At the top, a banner reads "SUBMISSIONS NOW BEING ACCEPTED" and lists the venue: "GLOBAL CHALLENGES: NEW PERSPECTIVES, HYATT REGENCY HOTEL & ALBUQUERQUE CONVENTION CENTER, ALBUQUERQUE, NM". The main window is titled "Paper Submission/Modification Form - Google Chrome" and shows the "Paper Control Panel" for ID 8305, submitted by Jocelyn Mason. The interface includes a sidebar with navigation options like "Steps to submit a panel", "Participants", and "Options". The main content area displays submission details such as "Abstract Text", "Panel Title", and "Presenting Author" information. A "FINAL STEPS" section at the bottom provides instructions for checking spelling and making corrections. A taskbar at the bottom shows various open applications including Outlook, Word, and Excel.

- You will receive an email with your submission details including your login and password for the submission. Keep this email, the login credentials will allow you to login and make changes to your submission up to the submission deadline, and again later if your paper is accepted.