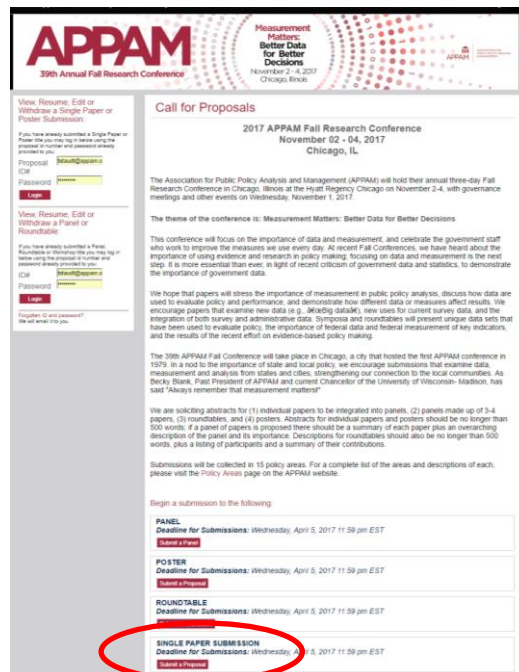


APPAM 2016 Fall Research Conference: *Measurement Matters: Better Data for Better Decisions*

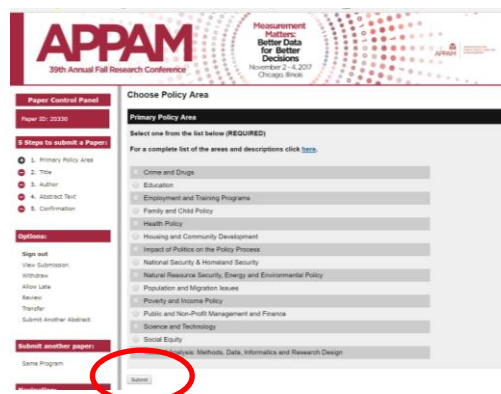
November 2 - 4, 2017 | Hyatt Regency | Chicago, IL

How to Submit a Paper

1. Open the Call for Proposals page: <https://appam.confex.com/appam/2017/cfp.cgi> Then, click 'Submit a Proposal' under the Single Paper Submission option.



2. **Primary Policy Area:** You will be asked to select a policy area. You may only select one area for submission. After selecting the appropriate area, click 'Submit' at the bottom of the screen. On the following page, some policy areas may require a sub-policy area be selected as well.



3. **Paper Title:** You will be asked to enter information on your paper. Please note that all communications from APPAM regarding this paper will only be sent to the email address provided as 'Submitter's Email Address'. No other authors from the paper submission will receive communications from APPAM. After entering the information and answer the questions, click 'Save and Continue'.

4. **Author** – You will need to enter information for each author. To enter an author, enter either their last name or email address into the fields provided, select their role for the poster and click 'Search'.

From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select'. If you selected 'Not Found', you will have to opportunity to enter information for them.

As you select the individuals, they will all show on the screen like below. You must select which authors will be the Contact Person and Presenting Author on the paper. To add more than one author, click 'Add new person'. Once all authors have been added, click 'Abstract Text'.

The screenshot shows the 'Add/Edit People' section of the APPAM submission portal. The header includes the APPAM logo and conference details: '39th Annual Fall Research Conference', 'Measurement Matters: Better Data for Better Decisions', and dates 'November 2 - 4, 2017' in 'Chicago, Illinois'. On the left, a 'Paper Control Panel' shows 'Paper ID: 20330' and a '5 Steps to submit a Paper:' list with 'Abstract Text' as the current step. Below this is an 'Options' menu. The main area is titled 'Add/Edit People' and contains instructions. A table lists the current author, 'Tristanne Staudt', with roles for 'Presenting Author', 'Contact Person', and 'Person'. The 'Add new person' button is circled in red. Below the table, a note states 'Ultimately, people will be listed in this format:' followed by 'Tristanne Staudt, Association for Public Policy Analysis and Management'. At the bottom, the 'Next step' is 'Abstract Text', which is also circled in red.

APPAM
39th Annual Fall Research Conference

Measurement Matters:
Better Data for Better Decisions
November 2 - 4, 2017
Chicago, Illinois

Paper Control Panel
Paper ID: 20330

5 Steps to submit a Paper:

1. Primary Policy Area
2. Title
3. Author
4. Abstract Text
5. Confirmation

Options:

- Sign out
- View Submission
- Withdraw
- Allow Late
- Review
- Transfer
- Submit Another Abstract

Submit another paper:

Add/Edit People
This is where you may add the authors of your submission. There may be unlimited authors but there must be a designated author to be the Presenting Author and/or the Contact Person for the submission. They do not need to be the same person. Use the search function below to find a name and contact information in the database.

Instructions
Please indicate only one person who will present the paper at the conference and one person as the contact person. The contact person will receive all the information on acceptance/rejection from APPAM and any other details regarding the submission.
Please note that the presenter and contact people can be changed at any time before the submission deadline of Wednesday, April 5, 2017.
Click on the "Add new person" button to add each author. Once all authors have been added select which author will serve as the main contact person for this proposal and which author will serve as the presenting author. The contact person and presenting author can be the same person, but this is not required.

Role	Contact Person	Presenting Author	Person	Edit	Delete	Impersonate
Presenting Author			Tristanne Staudt			
Add new person						

Ultimately, people will be listed in this format:
Tristanne Staudt, Association for Public Policy Analysis and Management

Next step: [Abstract Text](#)

5. Abstract Text – Please enter up to 500 words for your abstract text. Once completed, click 'Save and Continue'.

The screenshot shows the 'Abstract Text' step of the APPAM submission portal. The header is identical to the previous screen. The left sidebar remains the same. The main area is titled 'Abstract Text Guidelines' and includes instructions: 'Please upload an Abstract not to exceed 500 words.', 'Click here for help with special title fonts and characters.', and 'It is recommended that you copy and paste your plain text from another document you have already created and saved. You can apply special formatting using the buttons along the top of the box for subscripts (x₂), superscripts (x²), etc.' Below the text is a rich text editor toolbar. At the bottom, the 'Save and Continue' button is circled in red.

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Paper Control Panel
Paper ID: 20330

5 Steps to submit a Paper:

1. Primary Policy Area
2. Title
3. Author
4. Abstract Text
5. Confirmation

Options:

- Sign out
- View Submission
- Withdraw
- Allow Late
- Review
- Transfer
- Submit Another Abstract

Submit another paper:

Same Program

[Click here to show/hide instructions](#)

Abstract Text Guidelines
Please upload an Abstract not to exceed 500 words.
Click here for help with special title fonts and characters.
It is recommended that you copy and paste your plain text from another document you have already created and saved.
You can apply special formatting using the buttons along the top of the box for subscripts (x₂), superscripts (x²), etc.

Save and Continue

6. **Confirmation:** You will have the opportunity to review your paper submission. Please ensure that all the information listed is correct. When finished, click 'Conclude Submission' at the bottom of the screen to receive your submission confirmation.

[illegible]

Thank you for submitting your proposal for the 2017 Fall Research Conference! After submitting your proposed paper, you will receive an email with the link to your submission. You may make any edits you'd like to the submission until the deadline of **April 5, 2017**. After that date, all submissions will be closed and edits may not be made.