



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

## APPAM 2018 Regional Student Conferences Paper Submission Instructions

### 1. Open the Call for Proposals Page: Click 'Submit a Proposal' under 'PAPERS/PROJECTS'

Begin a submission to the following:

PANEL

*Deadline for Submissions: Wednesday, January 10, 2018 11:59 pm EST*

[Submit a Panel](#)

PAPERS/PROJECTS

*Deadline for Submissions: Wednesday, January 10, 2018 11:59 pm EST*

[Submit a Proposal](#)

POSTER

*Deadline for Submissions: Wednesday, January 10, 2018 11:59 pm EST*

[Submit a Proposal](#)

\*\*\*The deadline for all submissions is **Wednesday, January 10, 2018**. After review from the APPAM Program Committee, all submitters will receive an accept or reject notice in **February 2017**.\*\*\*

Steps and Instructions:

[\[Expand All\]](#)

GENERAL INSTRUCTIONS

TITLE

AUTHORS & INSTITUTIONS

ABSTRACT TEXT

CONFIRMATION

TECHNICAL SUPPORT

### 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.

APPAM

Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

- 1. Primary Policy Area
- 2. Panel Title
- 3. Participants
- 4. Confirmation

Options:

- [View Submission](#)
- [Withdraw](#)
- [Contact People](#)

Help:

- [Instructions](#)
- [Report a Technical Issue](#)

Choose Policy Area

Primary Policy Area

Select one from the list below (REQUIRED)

For a complete list of the areas and descriptions click [here](#).

Crime and Drugs

Education

Employment and Training Programs

Family and Child Policy

Health Policy

Homeland Security and Emergency Management

Housing and Community Development

Impacts of Politics on the Policy Process

International Development Policy

National Security and Foreign Policy

Natural Resource Security, Energy, and Environmental Policy

Politics, Presidential Studies, and Election Management

Population and Migration Issues

Poverty and Income Policy

Public and Non-Profit Management and Finance

Science and Technology

Social Equity

Tools of Analysis: Methods, Data, Informatics, and Research Design

[Submit](#)

**3. Paper/Project Title:** You will be asked to enter your paper/project title, email address, your name, your degree program, and specialty. 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'.

**Panel Paper Title**  
Please enter in Title Case - capitalizing only the first letter in each word.  
[Click here](#) for help with special title fonts and characters.

**Paper Test Title**

**Submitter's Email Address**  
mrgrenda@appam.org

**Submitter's Name**  
Mieghan Grenda

**Lead Presenter**  
Is this presenter a(n):  
 Master's  
 PhD

**Specialty**  
Please specify the degree specialty (i.e. Economics, Public Policy, Public Affairs, etc.)  
Public Policy

**Save**

**4. Author** – You will need to enter the author's information of the paper/project. To enter an author (this is usually you), enter the last name or email address into the fields provided and select 'Search.'

### Search for a person

This is where you may add the authors of your submission. There may be unlimited author to be the Presenting Author and/or the Contact Person for the submission. Use the search function below to find a name and contact information in the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as \*
- You may use [special \(accented\) characters](#)
- If the name is not found, enter it in the data entry form that appears below

Last Name: Grenda

Email Address: mrgrenda@appam.org

**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 an opportunity to enter information for them.



The screenshot shows the APPAM Panel Control Panel. On the left, there is a logo and the text 'APPAM'. Below it, a 'Panel Control Panel' section displays 'Panel ID: 9393' and '4 Steps to submit a panel:'. The main area is titled 'Search Results' with the instruction: 'Please select the appropriate name from the list below, or select "Name Not Found".' It lists three options: 'Meghan Grenda, m\*\*\*\*\*@appam.org - APPAM' (radio button selected), 'Meghan Grenda, M\*\*\*\*\*@APPAM.ORG - APPAM' (radio button selected), and 'Not Found - Enter a new name'. A note at the bottom says: 'Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".' Below the note are two buttons: 'Select' (radio button selected) and 'Select and Edit'.

As you select the author, they will all show on the screen like below. Please indicate if this is a.) the presenting author and/or b.) the contact person. In most instances this will be the same person.

From there, select 'Abstract Text' to enter your abstract.

#### Instructions

Please indicate only one person who will present the paper/project at the conference and one person as the contact person. The contact person is typically the person who will receive any correspondence related to the submission.

Please note that the presenter and contact people can be changed at any time before the submission deadline of Wednesday, January 25, 2023.

Click on the "Add new person" button to add each author. Once all authors have been added select which author will serve as the presenting author and/or contact person, but this is not required.

Role	Contact Person	Presenting Author	Person	Edit	Delete
Presenting Author	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Meghan Grenda		

[Add new person](#)

Ultimately, people will be listed in this format:

Meghan Grenda, APPAM

Next step: [Abstract Text](#)

Once you have entered your abstract text, select 'Save and Continue.'

**Abstract Text**

[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 ( $x_2$ ), superscripts ( $x^2$ ), etc.

This is where you enter your abstract text. Your abstract should be a minimum of 100 words and a maximum of 500 words.

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

[Save and Continue](#)

**5. 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.

### **Please Check Your Paper One More Time.**

Then scroll all the way down to the bottom of this page and click "Conclude Submission".

#### **Title**

Meg Grenda, APPAM

#### **Abstract Text:**

This is where you enter your abstract text. Your abstract should be a minimum of 100 words and a maximum of 500 words.

**Submitter's E-mail Address:** mgrenda@appam.org

**Submitter's Name:** Meghan Grenda

**Primary Policy Area:** Social Equity

**This presenter is a(n):** Master's

**Degree speciality:** Public Policy

#### ***Presenting Author***

#### ***Contact Person***

Meghan Grenda

APPAM

#### ***Phone Number:***

***E-mail Address:*** MGRENDA@APPAM.ORG

## **FINAL STEPS**

1. Check spelling and contact information.
2. Make necessary corrections:
  - o Click any value in the Paper Control Panel you want to change (e.g., Primary Policy Area, Title)
  - o Edit the information and click the submit button.
3. Click [here](#) to print this page now.

**IMPORTANT:** By clicking the Conclude Submission button, you are agreeing to the following:

*By submitting a proposal, authors are expected to present their work should it be accepted and placed on the program.*

**[Conclude Submission](#)**

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

### Your paper submission has been received

Click [here](#) to print this page now.

You have submitted the following paper to APPAM California Regional Student Conference. Receipt of this notice does not guarantee that your submission was complete or free of errors.

If you require consideration in regards to the scheduling of your session, please email [tstaudt@appam.org](mailto:tstaudt@appam.org) with your proposal title and number, your name and your schedule limitations. Please limit scheduling requests to reasons of great importance including religious observances, medical needs or international travel limitations.

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Paper Test Title

Meghan Grenda, APPAM

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After submitting your proposed paper/project, 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 **January 10<sup>th</sup> for the California Conference and January 26<sup>th</sup> for the DC conference**. After that date, all submissions will be closed and edits may not be made.

**PLEASE NOTE: By submitting a proposal, authors are expected to present their work should it be accepted and placed on the program. Papers/Projects and posters do not need to be complete in order to be presented at the conference.**





