



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

## APPAM 2019 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.



**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**  
mgrenda@appam.org

**Submitter's Name**  
Meghan 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: mgrenda@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 to opportunity to enter information for them.



Panel Control Panel

Panel ID: 9393

4 Steps to submit a panel:

### Search Results

Please select the appropriate name from the list below, or select "Name Not Found".

☐

 Meghan Grenda, m\*\*\*\*\*@appam.org - APPAM

☒

 Meghan Grenda, M\*\*\*\*\*@APPAM.ORG - APPAM

☐

 Not Found - Enter a new name

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

Select

Select and Edit

As you select they author, they will all show on the screen like below. Please indicate if this is person 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 c

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

Click on the "Add new person" button to add each author. Once all authors have been added select which author will serve as the same 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<sub>2</sub>), superscripts (x<sup>2</sup>), etc.

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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".

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**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 w  
aaaaa

**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:
  - Click any value in the Paper Control Panel you want to change (e.g., Primary Policy Area, Title)
  - 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

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 31<sup>st</sup> for the California Conference and January 16<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.**





