

EPA Presentation Guidelines

Where and how to make a submission

All submissions are made through our website (www.easternpsychological.org). After dues are paid, begin by clicking the "Members Only" link on the left menu. Underneath, the Associate Proposals and Member Proposals sublinks will open up. If you are a Member or a Fellow then click on the Member Proposals sublink and follow the instructions. If you are an Associate then click on the Associate Proposals sublink and follow the instructions. Only Members, Fellows, and Associates can submit a proposal.

Paying dues prior to a proposal submission

Dues must be paid before a proposal can be submitted (\$45 for Members and Fellows and \$25 for Associates). Remember, there is no registration fee for the conference. Once you pay your dues there will be no additional fees at the meeting. If you are not in our database, please click on the "Join EPA Today" button on the homepage and follow the instructions. If you are in our database, log in and click on the Members Only link on the left menu. The Renew Dues sublink will open up underneath. Click on this sublink and follow the instructions.

Who can submit what kind of proposal?

Members and Fellows may submit a proposal for a poster, a paper and a symposium at each meeting; associates may only submit a proposal for a poster. Additionally, all poster submissions by associates require sponsorship by a current EPA member. If you receive an email asking you to sponsor an associate's submission, please respond promptly. As a sponsor/advisor, your name will appear on all submissions that you sponsor.

How many submissions can I make?

Each Member or Fellow may submit up to three proposals as first author: one poster proposal, one paper proposal, and one symposium proposal. Each associate may submit one poster proposal only.

Types of presentations: posters, papers, and symposia

For a poster presentation, you will be expected to present your work in the form of a poster during one of the many themed poster sessions that we hold in the main auditorium. Poster sessions typically have anywhere from 30-70 presenters.

For a paper presentation, you will be expected to present your work in the form of a short oral presentation (power point presentation, if preferred). This presentation should be anywhere from 10-15 minutes long. You will be presenting along side other members speaking on analogous topics. Paper sessions typically have 3-5 presenters.

A symposium brings together 3-5 researchers in the same area from different institutions that present and discuss their work.

Who should submit the proposal?

The first author, who should also be the presenter, must submit poster and paper proposals. The chair of the symposium must submit the symposium proposal. (The chair may also be a speaker.)

Short and long abstracts

You must submit 2 abstracts of your work: a short one (no more than 75 words) and a long one (500-1000 words excluding references). The short abstract will be published in the printed EPA program. The program committee to make decisions about which proposals will be accepted will use the long abstract. However, it is important to note that *EPA Fellows only have to submit a short abstract*. After checking the box in the system for "Fellow" simply leave the box for the long abstract blank.

You can type your abstracts directly into the text boxes provided on the submission page. It is suggested that you prepare and save your abstracts using a word processing program and then copy and paste text into the boxes. Remember that what you submit is final. So, please proofread your submission carefully.

Criteria for Acceptance of EPA Submissions

The Program Committee has prepared this guide to the submission review process to assist reviewers in their evaluation of whether a submission meets the criteria necessary for acceptance. We are making it available to the EPA membership in an effort to help members prepare acceptable abstracts of talks, symposia and posters. In addition to considering the proposed criteria, we ask reviewers to keep the following in mind while conducting their reviews:

The EPA conference provides an opportunity for scholars, practitioners, and students of psychology to come together annually to share research and ideas that foster the development of the field. EPA strives both to create an inclusive opportunity for current and future psychologists to convene and to create an atmosphere where what is presented is of significant quality and relevance. Talks and symposia use significant time and resources and help establish EPA's external standing as well as attract registration, in addition to contributing to the exchange of ideas and advancement of the discipline. Consequently, the quality dimension is particularly salient for these submissions. Posters take significantly less time and fewer resources for EPA and provide opportunities for individuals with specific interests to share ideas more intimately. They are also an excellent way for students to get experience engaging in scholarship. Criteria for poster acceptance are more flexible as a result.

For all types of submissions:

Submissions should include an Introduction, Method, Results, and Discussion section (exceptions are possible for theoretical papers or other unusual types)

Data collection should be complete at the time of submission.

Sufficient analyses should be complete to establish the basic outcome of the research.

Further, for acceptance as a talk:

Research should address a topic of current relevance to the field. The Introduction and Discussion should place the research in the context of existing literature and should make clear how the current research is advancing understanding of the issue addressed.

Results should include some significant effect(s) (exceptions are possible if a compelling case is made for the informativeness of a null result or failure to replicate, etc.). Methods should be sound and writing should be clear and well-organized.

For acceptance as a regular poster:

Similar to above but may be less strong in some respects (e.g., justification for research question not as compelling, or results marginally significant/pattern not entirely clear, or writing not always easy to follow).

Still must make an identifiable contribution to advancing knowledge in the field.

For acceptance as an Undergraduate Research poster, to be presented in a section labeled as Undergraduate Research:

May have more substantial weaknesses (e.g., little situating of the research in the context of existing literature, or no significant results).

Note: Undergraduate research submissions that meet the standard criteria above for a talk or regular poster will be accepted as such. The “Undergraduate Research” designation is to allow acceptance of undergraduate submissions that do not meet the standard criteria.