Frequently Asked Questions: Submissions to the Annual Proceedings

General Submission Questions

Q: Where can I find guidelines for submission?
A: At this link: http://rtckids.fmhi.usf.edu/conference_proceedings.htm

Q: I sent in a 1,500 word summary when the call for papers (for the Conference) was announced. Do I send the same summary in again? Can you use this for the Proceedings?
A: Many presenters often use their original document as a starting point. If you do so, please review your document for accuracy and adherence to the guidelines before re-submitting.

Q: How should I format my submission?
A: We ask that you include as little formatting (i.e., tabs, italics, special fonts unrelated to statistics, etc.) as possible. Please review our sample summary (appended to the guidelines), at http://rtckids.fmhi.usf.edu/conference_proceedings.htm for an example.

Q: Why do you need author contact information from all co-authors?
A: Because the Proceedings offer only thumbnail sketches of work delivered at our Annual Conference, and we encourage interested readers to contact the authors for more information. Thus, we would like to include contact information (degree, affiliation, address, phone number and email address) for the first author and for co-authors.

Q: Do you really need data for our figures?
A: Yes. We standardize the look and feel of figures in this publication, and sometimes regenerate them in different software than was originally used. Our desktop publisher works magic with graphs, but she must have your data in order to do so.

Q: Do you accept summaries for posters and topical discussion sessions?
A: Yes. Please write them up in narrative form, following the outline in our guidelines to the best of your ability.

Q: I already sent in my Proceedings submission, but now I want to make a change. How do I do this?
A: If it is minor, an e-mail with the revisions will suffice; for major changes please re-send your submission, indicating that it is a revised summary both in the e-mail and on the cover page of the document. Revisions received after the due date for submissions will be handled on a case-by-case basis.

Q: If my summary is a little over, or a little under, the 1,000-1,500 word limit, will you still accept it?
A: Yes.

Q: What is “person-first language?”
A: According to the Publication Manual of the APA (5th Ed.), the guiding principle behind “person first” or “non-handicapping” language is to maintain the integrity of individuals as human beings. Please avoid language that equates persons with their condition, such as the disabled, or mentally ill children. Instead, bring the individual/s to the mind of the reader first, as in children with a mental illness, adolescents with a substance abuse problem, or youth with ADHD.

Q: I have submitted a paper to a journal dealing with the project or study I presented at the conference. Can I still submit to the Proceedings? Would this be considered a dual submission?
A: Because Proceedings summaries are brief sketches compared to more detailed journal papers, it is likely that you can submit to both. We have no problem publishing work submitted elsewhere, however we strongly suggest you contact the journal editor to discuss their policy. Editors often will allow summaries to be published in the Proceedings as long as they reference the journal’s “in press” version.

Preparing Symposia Submissions:

Q: How do we organize a symposium submission?
A: We find that this works best when coordinated by a single person, typically the chair. The chair is responsible for: providing an Introduction to the overall symposium, for soliciting papers and a Discussion (if applicable) for the symposium, and for sending the symposium to us.

Q: Does the 1,000-1,500 word limit apply to the entire symposium, or for each paper?
A: It applies to each paper. Although these are just guidelines, summaries of symposia ideally include: 1) a 100-250 word Introduction to the overall symposium; 2) symposium papers, at 1,000-1,500 words each; and 3) a 100-250 word Discussion of the overall symposium.

Q: How should a symposium be packaged for submission?
A: In order for our reviewers to evaluate the symposium as a whole, we ask that the chair send us the complete symposium in one document, with papers arranged in the order they were presented.

Q: What if an author who was part of a symposium declines to submit a summary? Will you still publish the symposium, even though it is missing that paper?
A: Absolutely, as long as there is sufficient content to warrant publication as a symposium. Conversely, we sometimes publish single papers from symposia “on their own,” if they are sufficiently complete.

The Process: Submissions & Distribution
Q: Where should I send my summary?
A: Send your electronic submission by email to: Catherine Newman, cnewman@fmhi.usf.edu, or mail, with a disk, to her attention at: the Research and Training Center for Children’s Mental Health, MHC 2322, Dept. of Child and Family Studies, Florida Mental Health Institute, 13301 Bruce B. Downs Blvd., Tampa, FL 33612-3807

Q: What happens to my submission after I send it? Will I see it again before it goes to press?
A: Briefly, the process is as follows:
Peer review. Submissions are received, and copies are sent to two expert reviewers who are familiar with the topic of the submission. Reviewers indicate sections requiring more information or revision, and make recommendations for changes prior to publication.

Editing. The editing team checks that citations match up and are correctly formatted, reviews language for clarity, and ensures that Figures and Tables are adequately discussed. They also read for grammar. Please note that it is the intent of the editing team to preserve the writing style of the author.

Final Drafts. After reformatting the document with the typefaces and styles that will appear in the publication, an electronic draft copy in PDF format is sent to the first author. At this time, the author has an opportunity to provide requested information, review changes and perform minor, last-minute revisions prior to publication. We do provide a deadline for response to this draft; After this date, unless there are major problems, we publish the summary “as is.”

Q: Can I get a copy of the Proceedings once they are published?
A: Of course! Proceedings from the previous year’s conference are disseminated at our Annual Conference. We will automatically mail a copy to all first authors who were not at the conference. Copies to co-authors are available by request.

Q: Who should I contact if I have any other questions or concerns?
A: Catherine Newman, Co-Editor. She can be reached at (813) 974-8429, or at cnewman@fmhi.usf.edu