

## How to Prepare Your Proposal for ProposalSpace

ProposalSpace Link: <http://proposalspace.com/calls/d/850>

### Author Roles

- Manager/Creator and First & Corresponding Author must be one in the same person. **This is the one and only person with whom the ACCI office will communicate about this proposal.** This person should set their email filter to accept email from these two email systems: [proposalspace.com](http://proposalspace.com) and [support@adademyfinancial.org](mailto:support@adademyfinancial.org)
- Additional authors should be added in the author tab. When you enter the additional authors, you will use their login email addresses to “find” them in the system so that they self-populate.
- Note that additional authors will automatically alphabetize when exported, but do not worry. We have added a field for you to list authors in the correct order when you submit the body of your proposal.

### Good to Know

- You may start the proposal and come back to finish it later. It is not submitted until you click the “submit” button.
- We suggest that you develop your submission in a word processor so that you can check spelling and grammar before you complete the online form. There is no spell-checker in the submission form.
- You may save a draft and continue to work on it until the due date.
- When you are done editing, do not forget to **Click Submit!**
- If you submit and then find an error, contact [support@academyfinancial.org](mailto:support@academyfinancial.org) and we will unsubmit it for you so that you can fix the error and resubmit

***Check your spelling and grammar!***

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### Step by Step

1. **Nickname:** Give the proposal a nickname so that if you have multiple proposals in your Proposal Space account, you can identify this one easily.
2. **Title:** Provide the formal title. Please do NOT USE APA title style! Capitalize the important words as if you were writing the title of a book for its front cover. If you use APA title style, your proposal will be returned to you for editing. This is a conference, not a publication. (You should use APA style in the rest of the submission, however.)
  - a. **This is correct:** The Three Bears: One was Found Sleeping
  - b. **This is incorrect:** The three bears: One was found sleeping
  - c. **This is incorrect:** THE THREE BEARS: ONE WAS FOUND SLEEPING
3. **Key Words:** Please list the key words that describe the content of your proposal. Separate each with a comma.
4. **Short Description to be used in the final agenda, and to assist in assigning reviewers and for use in the final program, if selected,** describe your submission in 150 words or fewer. Please do not use indents or separate paragraphs. Spelling and grammar are critically important. *Spell check!* Avoid use of symbols if possible, as they will not translate when we download them.

5. **Names of all authors**, with your name first, in order that you wish them to appear in the final agenda. Punctuate them properly, and type in line. Do not list them one under the other.
6. **Answer the Terms & Conditions**
7. **Upload** your **BLIND** (no author names, only submission title) paper **in Word**
8. **You are not done yet!**
  - a. **Save this section.**
  - b. **Open the Persons Tab** to enter yourself as the First & Corresponding Author  
You may add additional authors here as well. Hint: If you are unable to add additional authors, logout then log back into ProposalSpace and it will then allow you to enter additional authors.

For assistance, contact [support@academyfinancial.org](mailto:support@academyfinancial.org) or call (727) 940-2658 x 2005.