How to Prepare Your Proposal for ProposalSpace

- Manager/Creator and First & Corresponding Author must be one in the same person. Please do not have someone else submit for you.
- **This is the one and only person with whom the AAA office will communicate about this proposal.** Please set your email filter to accept email from proposalspace.com.
- Do not use incorrect information or place-holders, and do not use your phone number when entering your other authors' information.
- All authors must be accurately listed with their information.
- Do not spell any names in all capital letters.
- Complete every field.

Check your spelling and grammar!
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1. When you begin a proposal, you will be asked to give the proposal a *nickname* so that if you have multiple proposals in your Proposal Space account, you can identify this one easily.
2. **Good to Know:**
   a. You may start the proposal and come back to finish it later. It is not submitted until you click the "submit" button.
   b. 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.
3. Provide the formal *title*. **Please use The Chicago Manual of Style format.** Capitalize the important words as if you were writing the title of a book for its front cover.
   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
4. *Abstract:* To assist in assigning reviewers and for use in the final program, if selected, describe your submission in 200 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 may not translate when we download them.
5. Please *attach your proposal* in **Word.** Remember to **remove names and only keep the title to allow for blind review** before uploading. Please use Arial Font, 12 pt., single-spaced.
6. **Fields about you as the First & Corresponding Author**, or if you are entering this for a Special Topics session, enter the one person with whom the Conference Office will communicate. You will also be asked to provide a quick list of authors first and last

names in the order that they should appear. Example: Mickey Mouse, Minnie Mouse, SpongeBob SquarePants.

- a. **Additional Authors: It is your responsibility as First & Corresponding author to enter the** additional authors' data.
- b. **Here are the field you need for yourself and for** EACH and EVERY AUTHOR. We strongly suggest that you collect this ahead of time.
    - i. Name
    - ii. Organization
    - iii. Email
    - iv. Telephone Number
7. You may save a draft and continue to work on it until the due date.
8. ***When you are done editing, don't forget to Click Submit!***
9. For assistance, please contact the AAA Office at support@aaasite.org or call (727) 940-2658 x 2004.