Call for Submissions

The Governing Council and Program Committee of the Society for Research in Child Development (SRCD), along with the 2015 Program Co-Chairs, Catherine S. Tamis-LeMonda and Jeffrey J. Lockman, invite you to submit for the 2015 Biennial Meeting to be held at the Pennsylvania Convention Center and the Philadelphia Marriott Downtown Hotel. Preconference events will be held on Wednesday, March 18, 2015.

SRCD’s commitment to interdisciplinarity, diversity, and an international perspective is strongly supported through its Biennial Meetings. Empirical, theoretical, historical, methodological, policy, application and translational submissions from investigators around the globe in all disciplines related to the field of child development are welcomed. The Society also encourages submissions from students, both graduate and undergraduate.

The information below explains all submission procedures. Although some requirements may appear to be unduly restrictive (e.g., explicit rules about capitalization or the precise number of characters), these are necessary to ensure smooth operation of the software that supports the speed and accuracy of the entire process. We appreciate your understanding and cooperation and, as always, welcome your suggestions for future improvements.

Submission Site Opens: mid-June 2014
Submission Deadline: August 6, 2014
Submission Rules for 2015:

1. Both Members and Nonmembers are limited to 2 Presenting Roles.
2. Presenting Roles, Defined:
   a. Author 1 of an individual Poster or Paper
   b. Author 1 of a Poster in a Poster Symposium
   c. Author 1 of a Paper in a Paper Symposium
   d. Moderator of a Conversation Roundtable
   e. Panelist in a Conversation Roundtable
   f. The roles of Chair and Discussant do not count as presenting roles; however, these roles are protected from schedule conflicts.
   g. Any role in the Invited Program does not count as a presenting role; these roles will be protected from schedule conflicts.

Additional Considerations:

1. Presenting Roles (see Rules above) are protected from schedule conflicts.
2. Every presenting role for an individual in the same submission counts as 1 presenting role (e.g., If you are Author 1 of two posters or two papers in the same symposium, you have submitted 2 presenting roles.).
3. The roles of Chair and Discussant do not count as presenting roles; however, these roles are protected from schedule conflicts.
4. There is no limit to the number of authors for a paper or poster. Author roles 2-N
   • Are not protected from schedule conflicts.
   • Do not count toward the maximum number of submissions.
5. Do not submit material more than once, e.g., as a poster or paper and as a symposium presentation or as a paper in two symposia.
6. SRCD normally does not accept submissions that have either been presented or published before the meeting unless they differ somewhat from the original—additional data or new findings or additional comparisons, etc. Even in cases where SRCD members may not have had access to your original presentation, the current submission should not duplicate an earlier presentation.
7. During the submission process you will be asked to select both a primary and secondary review panel.
8. Plan ahead and submit early as SRCD is using a new vendor for the submission website!
   • You may edit your submission at any time prior to the submission deadline.
   • View and/or print your submission proof and review it carefully.
   • NO changes can be made after the submission deadline.
9. SRCD membership is not required to submit; however, we encourage you to take advantage of the benefits of membership: http://www.srcd.org/membership.

Please contact the SRCD Program Office at programoffice@srcd.org with any questions or concerns.
Entering Data into the Submission Website

**Please note:** Whatever you enter into the Submission Website for your submission is what will appear in the online program. NO changes can be made after the submission deadline.

1. Please enter a complete, formal name (e.g., Samuel T. Jones; H. Harrison Smith-Barton), current email address, and affiliation for each person. Please do not enter your author names in all upper-case letters or all lower-case letters. This requirement serves to uniquely identify a person included on your submission and ensures that they receive email communications regarding the decision status of the submission.

2. Titles: Use mixed-case letters (upper-case for the first letter of all words with 4 or more letters and lower-case letters for the remainder of the words) and appropriate punctuation. Maximum number of characters for your title—letters, punctuation, and spacing—is 130.

3. One person must enter all information for an entire symposium.

4. Integrative statements, abstracts, and descriptions entered for submissions must be typed or copied and pasted into a text box on the submission website.

**NOTE:** Your integrative statement and/or abstract should be in final form.

5. File Uploads: All of your graphics must be incorporated into one single file. You may upload one of the following formats: Microsoft Word (.doc format is preferable to .docx), Adobe PDF, Excel, PowerPoint, Rich Text Format (rtf).

6. Group Authorship (e.g., consortia, projects, programs) may be entered in the specified field during the "authors" step of the submitting process.

7. Individual requests regarding scheduling may be made at the time of submission by entering them in the "details" step. Due to the complexities of the SRCD program scheduling process, only justified requests will be addressed, so please include the reason for your scheduling request. We will do our best to accommodate your needs in the scheduling process; however, we cannot guarantee that your request will be honored.

8. After the submission deadline, NO revisions can be made.

Review Process and Criteria for All Submissions

1. Submissions are rated according to the following criteria:
   a. Clarity of formulation/conceptualization
   b. Adequacy of methods
   c. Appropriateness of interpretations
   d. Importance of topic
   e. For multi-presenter formats: Cohesion among presentations, relevance of presentations to the topic, and expression of different views.

2. A submission that does not adhere to the rules and procedures will receive a low rating. For example,
   a. Do not include author names, unless required, or other identifying material (i.e., grant support) as part of the integrative statement or the abstract.
   b. Submitting material more than once could result in your submission not being reviewed.
   c. Your abstract lacks sufficient data—coded and analyzed, even if not yet complete—to provide a basis for reviewer evaluation.

3. Reviewers may consider SRCD’s strategic plan when evaluating submissions that are of equivalent scientific merit.

4. Symposia and Conversation Roundtables must have representation from multiple institutions.
Submission Formats for 2015

1. Individual Poster Presentation. Posters are individual, free-standing research presentations. They are the appropriate format when material can be explained briefly, is suited for graphic or visual presentation, and/or the presenter would benefit from high levels of interaction and discussion. Individual posters will be displayed in 75 minute sessions scheduled throughout the Biennial Meeting. Submitting instructions... 

2. Individual Paper Presentation. SRCD is again offering the Paper Session option to broaden opportunities for oral presentations. Individually submitted papers will be reviewed for scientific merit and a decision will be made to accept or reject it based on independent ratings by two blinded reviewers. Highly rated individual papers will be considered by panel chairs for presentation in a 90 minute Paper Session composed of up to 4 Individual Paper Presentations that are thematically related, each presented for 15 minutes. Individual papers that are highly rated but cannot be accepted for a Paper Session (either because there are not 4 related papers on the topic or the maximum number of paper sessions has been reached) will become Individual Poster Presentations if and only if submitters have indicated that they would like to present the research as a poster if it cannot be presented as an oral paper. Submitting instructions... 

3. Paper Symposium. A symposium is defined as a cohesive cluster of research presentations and theoretical perspectives. To attain cohesion, the symposium should focus on a specific topic and emphasize conceptual issues and the integration of findings. A paper symposium must have representation from multiple institutions. At least 15 minutes MUST be set aside for discussion with the audience as part of the symposium. Requirements: 1 chair with optional 2nd chair if there is no discussant, 3 paper presentations plus 1 discussant or 4 paper presentations may be submitted for this format. Total time allotted to a session: 90 minutes. Submitting instructions... 

4. Poster Symposium. This symposium is a focused group of presentations in which individuals report on a common topic. Presenter goals should include diversity of perspective and integration of those perspectives into a meaningful whole. A poster symposium must have representation from multiple institutions. The recommended distribution of time for a session is as follows: The first 20 minutes of the session is devoted to poster viewing and discussion with individual authors, followed by 40 minutes of brief integrative presentations by the chair/discussant and first authors of each poster; a 30-minute audience discussion wraps up the session. Each poster occupies one poster board for the entire session. Requirements: A Chair is required; this person also may serve as the optional discussant, or a second person may serve in this role; 5-6 posters must be prepared, one for each presentation in the symposium, providing visual/graphic information on the presenter’s perspective of the symposium topic. The room for presenting this session is divided: Three double-sided poster boards occupy one area, and the remainder of the room is set with a head table and audience seating. Total time allowed for the session: 90 minutes. Submitting instructions... 

5. Conversation Roundtable. This format is intended as a forum for a discussion of overarching questions/issues, not for presentation of specific research findings. The Conversation Roundtable is an engaging conversation among three or four scholars and the audience about ideas, methods, or professional- and research-related experiences. A conversation roundtable must have representation from multiple institutions. A central question or theme should serve as a focus for the Conversation Roundtable. The broader purpose of a Conversation Roundtable is to encourage networking among individuals or groups who may benefit from shared experiences or from hearing different views on a controversial topic. The audience must be given 30 minutes to respond to the questions/issues raised and to introduce additional questions and comments to the panel. A Conversation Roundtable does not include PowerPoint slides – there will not be audio visual equipment in the room. Total time allotted to a session: 90 minutes. Submitting instructions...
Submitting Instructions by Format

Individual Poster Presentation

1. A title for your submission with no more than 130 characters—including spaces and punctuation. Use mixed-case letters and appropriate punctuation in your title. Please do not enter your author names in all upper-case letters or all lower-case letters or put a period at the end of a title.

2. A primary and secondary review panel.

3. Enter a full name, affiliation, and email address for each author of your poster. This information establishes a unique identity for each person, ensuring that submitters receive both Author Verification email messages and decision status notification for the submission.

Author Information Verification Process. After the final submission of a presentation, all individuals associated with the presentation will receive an email message requesting that they verify their information. An author may receive multiple emails, but needs to complete the verification only once.

4. If you need to include a “group author” (consortium, program, etc.), enter it into the specified field in the “authors” step on the Submission Website.

NOTE: Do not include research funding support anywhere in your submission! The appropriate place to acknowledge research funding support is in your presentation should the submission be accepted.

5. Enter an abstract with a maximum of 500 words (3780 characters with spaces). Your abstract must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   b. Do not include the title in the abstract.
   c. Do not include names or other identifying information in your abstract.
   d. Use standard reference citations (last name, year) and do not include a reference list.

6. Graphics are encouraged, but are optional; they do not count toward the maximum word count for your abstract. The two graphics allowed may be:
   - 2 tables, or
   - 2 figures, or
   - 1 table plus 1 figure.

File Uploads: All of your graphics must be incorporated into one single file. You may upload one of the following formats: Microsoft Word (.doc format is preferable to .docx), Adobe PDF, Excel, PowerPoint, Rich Text Format (rtf).

7. NEW FOR 2015: SRCD will hold an evening poster session with a reception that will highlight the strategic plan in the areas of diversity, policy, interdisciplinary and international research. If your research is relevant to one of the following areas and you wish your poster to be considered for placement in this session (should it be accepted to the program) please check off ONE of the following: (a) Consider for Diversity segment; (b) Consider for Policy segment; (c) Consider for Interdisciplinary segment; (d) Consider for International segment within this special session.

Click on the link to view an example of a highly rated Individual Poster Presentation abstract.
Individual Paper Presentation

1. A title for your submission with no more than 130 characters—including spaces and punctuation. Use mixed-case letters and appropriate punctuation in your title. Please do not enter your author names in all upper-case letters or all lower-case letters or put a period at the end of a title.

2. A primary and secondary review panel.

3. Enter a full name, affiliation, and email address for each author of your paper. This information establishes a unique identity for each person, ensuring that submitters receive both Author Verification email messages and decision status notification for the submission.

   **Author Information Verification Process.** After the final submission of a presentation, all individuals associated with the presentation will receive an email message requesting that they verify their information. An author may receive multiple emails, but needs to complete the verification only once.

4. If you need to include a “group author” (consortium, program, etc.), enter it into the specified field in the “authors” step on the Submission Website.

   **NOTE:** Do not include research funding support anywhere in your submission! The appropriate place to acknowledge research funding support is in your presentation should the submission be accepted.

5. An abstract with a maximum of 500 words (3780 characters with spaces). Your abstract must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   b. Do not include the title in the abstract.
   c. Do not include names or other identifying information in your abstract.
   d. Use standard reference citations (last name, year) and do not include a reference list.

6. Graphics are encouraged, but are optional; they do not count toward the maximum word count for your abstract. The two graphics allowed may be:
   - 2 tables, or
   - 2 figures, or
   - 1 table plus 1 figure.

   **File Uploads:** All of your graphics must be incorporated into one single file. You may upload one of the following formats: Microsoft Word (.doc format is preferable to .docx), Adobe PDF, Excel, PowerPoint, Rich Text Format (rtf).

7. Indicate whether or not you would like the paper to be considered as a poster if it is highly rated but does not fit into a Paper Session.

8. **NEW FOR 2015:** SRCD will hold an evening poster session with a reception that will highlight the strategic plan in the areas of diversity, policy, interdisciplinary and international research. If you indicated that your paper could be considered for a poster, if your research is relevant to one of these areas, and you wish your poster to be considered for placement in this session (should it be accepted to the program) please check off ONE of the following: (a) Consider for Diversity segment; (b) Consider for Policy segment; (c) Consider for Interdisciplinary segment; (d) Consider for International segment within this special session.

   Click on the link to view an example of a highly rated Individual Paper Presentation abstract.
Paper Symposium or Poster Symposium

Please keep in mind that:

- **Paper and Poster Symposia must be organized and submitted as a group of presentations.** SRCD does *not* organize symposia. A chair is required; a discussant is optional.

- **Paper and Poster Symposia must have representation from multiple institutions.**

- **Reviewers may consider SRCD’s strategic plan** when evaluating submissions that are of equivalent scientific merit.

- **While inviting people to participate in your Paper or Poster Symposium,** please clearly communicate to them that they *are not* part of the official SRCD Invited Program and that SRCD will *not* reimburse their expenses.

**Role Descriptions:**

1. **Chair (required):** 2 Chairs are permitted if there is no discussant. A Chair enters all information into the Submission Website for the **Paper or Poster Symposium.** The Chair(s) also organizes and directs the symposium session, introduces the presenters during the oral portion of the session, and ensures that time limits are strictly observed. The Chair(s) should be prepared to lead, stimulate, and coordinate the 30-minute open discussion with the audience. This role is protected against schedule conflicts *but does not count* toward the maximum number of submissions allowed per person.

2. **Discussant (optional if only 1 Chair):** The role of a discussant is to comment on the posters or papers included in the symposium, drawing on their own expertise. This role is protected against schedule conflicts but does not count toward the maximum number of submissions allowed per person.

3. **Author 1:** The first author must be the person who presents the individual poster or paper within the symposium. This presenting role is protected against schedule conflicts.

4. **Authors 2 - N (optional):** These roles *are not* protected against schedule conflicts and *do not count* against the maximum number of submissions allowed per person.

**Integrative Statement and Abstract:**

1. Prepare a 250-word **integrative statement** that summarizes the nature and significance of the proposed topic. Integrative statements for **Paper and Poster Symposium** submissions accepted for presentation will be viewable in the online program.

2. Prepare a 500-word *(3780 characters with spaces)* **abstract** for each paper/poster that describes the material to be presented (introduction, hypotheses, study population, methods, results). Abstracts are for review purposes only.

**Number of Presentations Allowed:**

- **Paper Symposium.** Minimums: A Chair and at least 3 papers are required; 4 papers are maximum. A Discussant is optional and allowed only with 3 papers.

  - Possible combinations:
    - 1 or 2 Chairs + 3 or 4 papers
    - Chair + Discussant + 3 papers

- **Poster Symposium.** A Chair and at least 5 posters are required; 6 posters are maximum. A Discussant is optional and allowed only with 5 posters.

  - Possible combinations:
    - 1 or 2 Chairs + 5 or 6 posters
    - Chair + Discussant + 5 posters
What Is Needed to Submit a Paper Symposium or Poster Symposium

1. Enter a title for your submission with no more than 130 characters—including spaces and punctuation. Use mixed-case letters and appropriate punctuation in your title. Please do not enter your author names in all upper-case letters or all lower-case letters or put a period at the end of a title.

2. A primary and secondary review panel.

3. Enter a full name, affiliation, and email address for each author of your poster. This information establishes a unique identity for each person, ensuring that submitters receive both Author Verification email messages and decision status notification for the submission.

   **Author Information Verification Process.** After the final submission of a presentation, all individuals associated with the presentation will receive an email message requesting that they verify their information. *An author may receive multiple emails, but needs to complete the verification only once.*

4. If you need to include a “group author” (consortium, program, etc.), enter it into the specified field in the “authors” step on the Submission Website.

   **NOTE:** *Do not* include research funding support anywhere in your submission! The appropriate place to acknowledge research funding support is in your presentation should your submission be accepted.

5. Enter an integrative statement with a maximum of 250 words (1980 characters with spaces). Your integrative statement must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   b. Do not include the title in the abstract.
   c. Do not include names or other identifying information in your abstract.

6. Enter an abstract with a maximum of 500 words (3780 characters with spaces) for each presentation in the symposium. Your abstract must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   b. Do not include the title in the abstract.
   c. Do not include names or other identifying information in your abstract.
   d. Use standard reference citations (last name, year) and do not include a reference list.

7. Graphics are encouraged, but are optional; they do not count toward the maximum word count for your abstract. The two graphics allowed may be:
   - 2 tables, *or*
   - 2 figures, *or*
   - 1 table plus 1 figure.

   **File Uploads:** All of your graphics must be incorporated into one single file.
   You may upload one of the following formats: Microsoft Word (.doc format is preferable to .docx), Adobe PDF, Excel, PowerPoint, Rich Text Format (.rtf).

   Click on the links to view examples of a highly rated integrative statements and abstracts for:
   - Paper Symposium
   - Poster Symposium
**Conversation Roundtable**

Please keep in mind that:

- A Conversation Roundtable must have representation from multiple institutions.
- Reviewers may consider SRCD's strategic plan when evaluating submissions that are of equivalent scientific merit.
- While inviting people to participate in your Conversation Roundtable, please clearly communicate to them that they are not part of the official SRCD Invited Program and that SRCD will not reimburse their expenses.
- A Conversation Roundtable does not include PowerPoint slides – there will not be audio visual equipment in the room.

**Role Descriptions**

1. **Moderator (required):** The Moderator organizes the Conversation Roundtable and enters all information into the Submission Website for submitting it. A Moderator directs the discussion with and among panelists during the Conversation Roundtable presentation, as well as making sure that all participants have an equal opportunity to speak. Moderators are strongly encouraged to incorporate multiple disciplines, diversity, and international participation into their sessions. The Moderator presents a list of significant questions to the panelists for comment and interactive discussion. **These questions, which may address theoretical and/or methodological issues, should be compelling (e.g., cutting-edge; related to controversies in the field). This is a presenting role and is protected against schedule conflicts.**

2. **Panelists (required):** The 3 or 4 panelists should be prepared to address and debate the questions/topics presented by the Moderator and adhere to the timeline provided by the Moderator. **This is a presenting role and is protected against schedule conflicts.**

**Integrative Statement and Description**

1. Prepare a 250-word (1980 characters with spaces) **integrative statement** that summarizes the nature and significance of the proposed topic. Integrative statements for Conversation Roundtables accepted for presentation will be available for viewing in the online program schedule.

2. Prepare a 1000-word (9900 characters with spaces) **description** of the session, including the questions/topics to be proposed and the name of the panelist who will address each. Descriptions are for review purposes only.

**What Is Needed to Submit a Conversation Roundtable:**

1. Enter a title for your submission with no more than 130 characters—**including spaces and punctuation**. Use mixed-case letters and appropriate punctuation in your title. Please do not enter your author names in all upper-case letters or all lower-case letters or put a period at the end of a title.

2. A primary and secondary **review panel**.

3. **Enter a full name, affiliation, and email address for the Moderator and each Panelist.** This information establishes unique identities for each person, ensuring that submitters receive both Author Verification email messages and decision status notification for the submission.

**Author Information Verification Process.** After the final submission of a presentation, all individuals associated with the presentation will receive an email message requesting that they verify their information. **An author may receive multiple emails, but needs to complete the verification only once.**
4. If you need to include a “group author” (consortium, program, etc.), enter it into the specified field in the “authors” step on the Submission Website.

   **NOTE:** Do not include research funding support anywhere in your submission! The appropriate place to acknowledge research funding support is in your presentation should your submission be accepted.

5. Enter an integrative statement with a maximum of 250 words (1980 characters with spaces). Your integrative statement must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   b. Do not include the title in the integrative statement.
   c. Include the name of the Moderator.

6. Enter a description with a maximum of 1000 words (9900 characters with spaces). Your description must be typed or copied and pasted into the Submission Website; no file uploads are allowed.
   a. Single-space your description.
   b. Do not include the title in the description.
   c. Include names and roles of Panelists in the description.
   d. Example questions that will be addressed to Conversation Roundtable participants should be included.
   e. Use standard reference citations (last name, year) and do not include a reference list.

   Click on the link to view an example of a highly rated Conversation Roundtable integrative statement and description.