

Basic steps to submit your paper/etc.---For Undergraduate Students

Enter the PSA portal, using your email address (or enter your email address and create your account if you do not already have one—just follow the pages; if you have forgotten your password, use the link at the bottom to re-set it.)



Welcome to the PSA Member Portal

You must use one and only one email address to access this site.

Let's get started by entering your e-mail address.

Email: 

From this page, click the button to go to the submission system part of the portal.

The screenshot shows the PSA Member Portal interface. On the left is a sidebar with the PSA logo and a list of navigation options under 'My PSA Portal'. The option 'Submit a Paper/Poster' is circled in red. The main content area has a blue header 'Welcome to the PSA Portal' and a paragraph of introductory text.

Click on the Enter Submission System button.

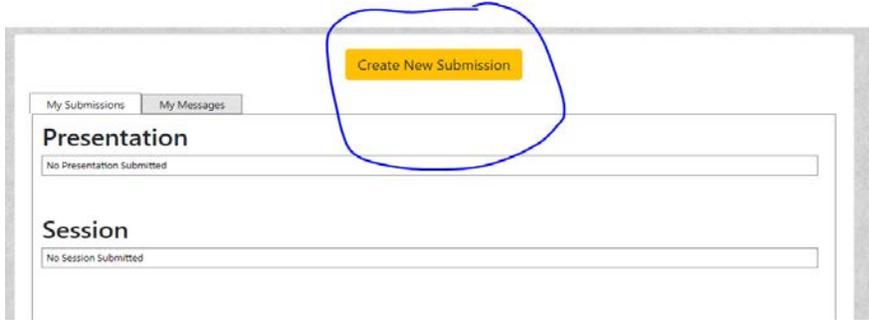
The screenshot shows the 'Paper/Poster/Roundtable Submission' page. The 'Enter Submission System' button is circled in red. The sidebar on the left is identical to the previous screenshot, but the 'Submit a Paper/Poster' link is no longer circled.

And click one more time on the blue Enter button. These clicks are transferring your personal information into the submission system, so that you do not have to re-enter it.

The screenshot shows a confirmation page with the PSA logo at the top. Below the logo, it says: 'Welcome to the PSA conference submission system. You will receive an email confirmation when the submission has been successful. You may also pay your membership dues and conference registration fees through the [PSA E-commerce portal](#) where you logged in today.'

ENTER

You will now see your “Dashboard”. Once you have entered your submission(s), they will show here on your “My Submissions” tab; you can return to edit them, etc. Any messages sent to you from within the system (notice of paper acceptance, etc.) will show on your “My Messages” tab. Note also the “Need Help?” feature at the bottom. Use the “Create New Submission” button to begin.



First choose your type of submission—poster or roundtable. USE THE GREEN ARROWS TO NAVIGATE PAGES.

Submission Type

Please select the type of submission you wish to make.

Undergraduate Poster
 Undergraduate Roundtable

- **Roundtable Sessions** Roundtable sessions are organized thematically. These sessions provide undergraduate students an opportunity to present completed research in an semiformal setting. A faculty discussant will preside over each session. Once a student paper has been accepted for presentation, you will be instructed to send a completed copy of your research to the discussant for review. Discussants will provide constructive feedback to students regarding issues associated with but not limited to the quality of the writing, literature review, the research methodology, and conclusions. At the time that your session meets (at your assigned table) you and 4 or 5 other students in that session will have approximately 15 minutes to present your research. Once all presentations have been made you will have an opportunity to receive feedback and ask questions.
- **Poster Sessions** Poster presentations are very informal. There are no required guidelines or formats to follow. There is no discussant assigned to your poster session, you will not get faculty feedback regarding your research. Several formatting examples will be provided once your proposal has been officially accepted. You will have a maximum of 4 X 8 feet of space to present information about your research. Unfortunately, the PSA cannot guarantee that there will be panels for students to post their materials. Students presenting during one of the poster sessions are responsible for the materials needed to secure their presentation to a designated space (i.e. wall).

By submitting your work, you agree that your name and email contact information will be shared with others in your session in order to support conference planning.



Then tell us about your work. There are a LOT of choices on the topical area (keyword) dropdown menu—be sure to check them all out. Please type your information carefully—this is how it will show in the program! Do not use all capital letters or quotation marks around your title.

About Your Undergraduate Poster Submission

Title of your submission:

Keyword:

Research Question:

Intended Contribution of Research:

Theory and Methods:

Citations:

Your faculty sponsor:

Your faculty sponsor's email:



Use the tools to add authors—yourself and any co-authors.

Authors

Authors:

If you click to add an author besides yourself, you will see this screen. If the person you are looking for already exists within the system, you will be able to simply select them from the search results. If not, you can manually add them to the system— be careful that you are using the correct name, etc.

Find Participant

Enter Participant's Last Name (whole or partial):

For example, I searched for “smi” and found:

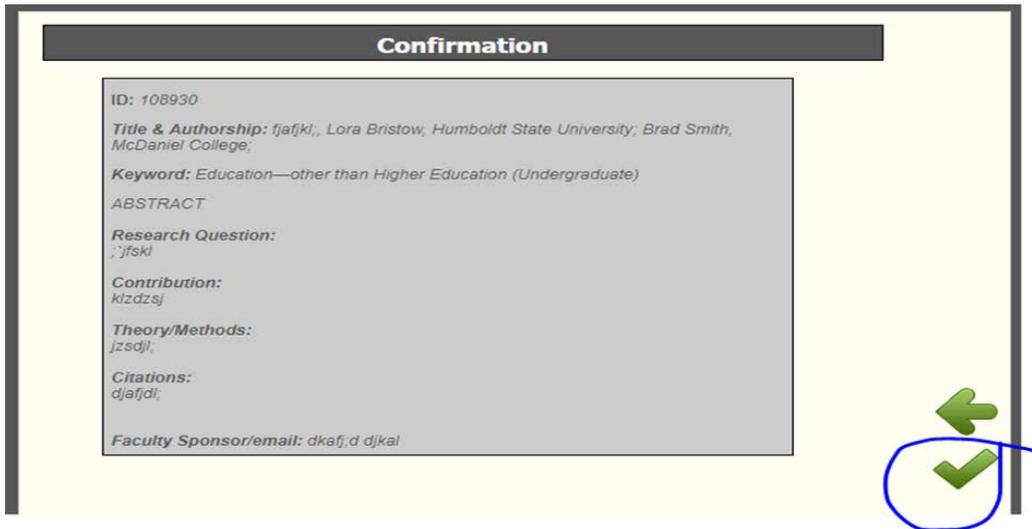
Find Participant

Select the name of the person you would like to use OR click “Add New” to enter a new person.

Smith, Brad (McDaniel College)

If Brad is the correct person, just click on their name and then the “Use Selected” button. If not, use the “Enter New Person” button.

On the next page, you will see a summary of your submission. **You MUST click the green checkmark for your submission to be saved!**



Confirmation

ID: 108930

Title & Authorship: fjaflj;, Lora Bristow, Humboldt State University; Brad Smith, McDaniel College;

Keyword: Education—other than Higher Education (Undergraduate)

ABSTRACT

Research Question:
:jfskl

Contribution:
klzdzsj

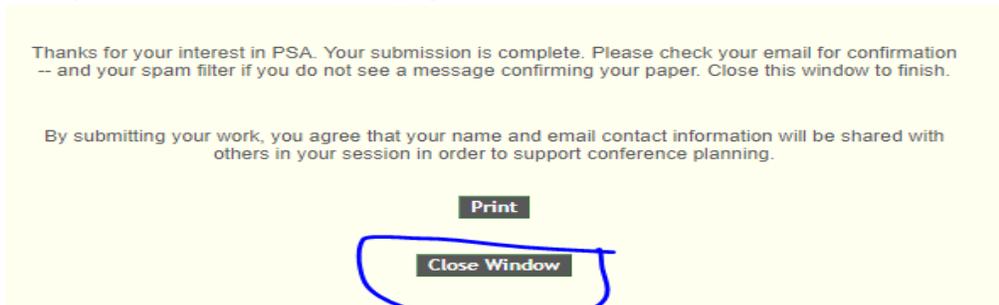
Theory/Methods:
jzsdj|;

Citations:
djafljdl;

Faculty Sponsor/email: dkaflj,d djkal



Then you will see a confirmation page. Use the button to close the window.



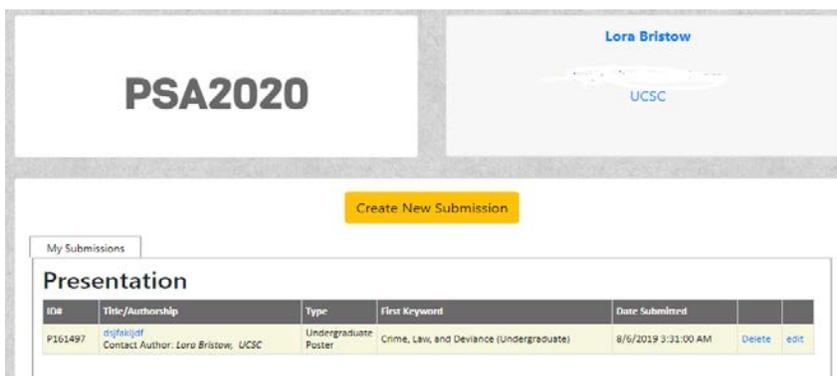
Thanks for your interest in PSA. Your submission is complete. Please check your email for confirmation -- and your spam filter if you do not see a message confirming your paper. Close this window to finish.

By submitting your work, you agree that your name and email contact information will be shared with others in your session in order to support conference planning.

[Print](#)

[Close Window](#)

Your submission will now show on your Dashboard. You can edit any part of your submission until October 15, when the submission system will close.



PSA2020

Lora Bristow
UCSC

[Create New Submission](#)

My Submissions

Presentation

ID#	Title/Authorship	Type	First Keyword	Date Submitted		
P161497	efjksjef Contact Author: Lora Bristow, UCSC	Undergraduate Poster	Crime, Law, and Deviance (Undergraduate)	8/6/2019 3:31:00 AM	Delete	edit