

# **Submission Guide for the CPA History and Philosophy of Psychology Section**

Provided by the HPP section Co-chairs

Step 1: Go to [www.cpa.ca/Convention/callforsubmissions](http://www.cpa.ca/Convention/callforsubmissions)

Step 2: Click to log in

**\*If you are not already a CPA member you must create a membership first and then log in\***

## Call for Submissions for the 2016 Convention

[Frequently Asked Questions](#)

[More...](#)



### CALL FOR SUBMISSIONS NOW OPEN

The Convention Committee invites submissions to the *Canadian Psychological Association's 77th Annual Convention* Thursday, June 9 to Saturday, June 11, 2016 in Victoria.

Submissions open on September 24th, 2015. *Submission deadline is December 1, 2015.*

[Click here](#) to login to the Submission system.



If you have any questions please do not hesitate to contact us either by email at [convention@cpa.ca](mailto:convention@cpa.ca) or by phone: Kathy Lachapelle-Petrin 613-237-2144 ext 330.

Step 3: After logging in, click “create submission” in the left column.

Step 4: Scroll down to “History and Philosophy of Psychology”, then click “Next”.

The screenshot displays the user interface of the Canadian Psychological Association's submission portal. At the top, the header includes the organization's name in both English and French, the location "VICTORIA", and a user greeting "Welcome Patric | Logout | Français". The main navigation menu on the left contains buttons for "Dashboard", "Create Submission", "View All Submissions", "My Profile", "Update Password", "Support", and "Logout". The "Create Submission" button is highlighted with a red border. The central content area features a dropdown menu titled "Pre-Convention Workshop - Deadline Nov 1, 2015" with a list of psychology sub-fields. The "History and Philosophy of Psychology" option is selected and highlighted in blue. A red box highlights the dropdown arrow on the right side of the menu. At the bottom right, there are "Back" and "Next" navigation buttons, with the "Next" button also highlighted by a red box.

CANADIAN PSYCHOLOGICAL ASSOCIATION

SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

77th Annual Convention

VICTORIA

Welcome Patric | Logout | Français

Dashboard

Create Submission

View All Submissions

My Profile

Update Password

Support

Logout

-- Please select --

Pre-Convention Workshop - Deadline Nov 1, 2015

- Aboriginal Psychology
- Addiction Psychology
- Adult Development and Aging
- Brain and Cognitive Science
- Clinical Neuropsychology
- Clinical Psychology
- Community Psychology
- Counselling Psychology
- Criminal Justice Psychology
- Developmental Psychology
- Educational and School Psychology
- Environmental Psychology
- Extremism and Terrorism
- Family Psychology
- General Psychology
- Health Psychology and Behavioural Medicine
- History and Philosophy of Psychology
- Industrial and Organizational Psychology

History and Philosophy of Psychology

Back Next

Step 5: Select the submission type (e.g. “Oral Paper Session”)

Step 6: Then Click “Next”

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77<sup>th</sup> Annual Convention  
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VICTORIA 2016

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Dashboard

Create Submission

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Program Stream > SESSION TYPE

Oral Paper Session - **Deadline Dec 1, 2015**

Session Type

Please select your session type

- Round-Table Conversation - **Deadline Dec 1, 2015** Description
- Symposium - Deadline Dec 1, 2015** Description
- Theory Review - Deadline Dec 1, 2015** Description
- Workshop - **Deadline Dec 1, 2015** Description
- Oral Paper Session - Deadline Dec 1, 2015** Description

◀ Back Next ▶

◀ Back **Next ▶**

Step 7: Enter the title of your paper, write or copy and paste your abstract, select a language that you will be presenting in, 3 keywords, and then scroll to the bottom of the page and click “Next”

- My Profile
- Update Password
- Support
- Logout

Title

Limited to 250 Characters

Enter Title of Your Paper Here

Abstract

Limited to 1400 Characters



Write or copy and past abstract here

Language

English

French

Index Keywords

Keyword 1

add key words here

Step 8: Click “Select and Existing Author” then click the arrow box to find your email address/name. Click on your email/name, then click “Next”

The screenshot shows a web application interface for author selection. On the left is a navigation menu with buttons for Dashboard, Create Submission, View All Submissions, My Profile, Update Password, Support, and Logout. The main content area has a breadcrumb trail: Program Stream > Session Type > Abstract > AUTHOR. Below this is a sub-header: Oral Paper Session - **Deadline Dec 1, 2015**. A text input field labeled "Author\*" is empty. Below the field is a blue information icon and the text: "There are no authors associated with this paper. Please create." Below this is a blue button labeled "SELECT AN EXISTING AUTHOR". Underneath the button are two dropdown menus, both showing "-- Please select --". The first dropdown menu is open, showing a list of author names, with one name highlighted in blue. Below the dropdowns is a blue button labeled "ADD ADDITIONAL AUTHOR". At the top right and bottom right of the main content area are "Back" and "Next" navigation buttons. The "Next" button at the bottom right is highlighted with a red box.

Step 9: Click the box to “acknowledge the above statement about on-site equipment”, and add additional notes if you need, then click “Summary”

- Dashboard
- Create Submission
- View All Submissions
- My Profile
- Update Password
- Support
- Logout

[← Back](#) [Summary →](#)

[Program Stream](#) > [Session Type](#) > [Abstract](#) > [Author](#) > AUDIO VISUAL

Oral Paper Session - **Deadline Dec 1, 2015**

A screen, laptop and an LCD projector will be provided by CPA for each meeting room. If you have other audio-visual needs, please contact the convention office at [convention@cpa.ca](mailto:convention@cpa.ca) and we will provide you with a price list.

#### Acknowledgment

I acknowledge the above statement about on-site equipment.

#### Additional notes

Please provide any additional notes concerning this submission. Peer reviewers and convention staff will have access to these notes.

Add additional notes here

[← Back](#) [Summary →](#)



Step 10: Review your submission and then scroll to the bottom of the page and click “Submit”

[Redacted]

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**Language** English

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**Index Keywords** [Redacted]

[Redacted]

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[Redacted]

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**Author** • [Redacted]

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**Additional notes**

Once submitted, your abstracts will be available to view only.

[← Back](#) [Submit](#)





Step 15: Once you submit your presentation it will be listed under the “View All Submissions” button on the left hand column.

Step 16: You can click on your submission to view it. You will also receive a confirmation email from CPA about your submission.

The screenshot shows the user interface for the 77th Annual Convention of the Canadian Psychological Association (CPA) in Victoria, 2016. The header is dark red with white text and a maple leaf logo. The main content area is white with a red sidebar on the left. The sidebar contains a vertical list of navigation buttons: Dashboard, Create Submission, View All Submissions (highlighted with a red border), My Profile, Update Password, Support, and Logout. The main content area has a red heading "View My Abstracts" and a sub-heading "Once submitted, your abstracts will be available to view only." Below this, a submission is listed with a red border around its details: Submission ID: 12102; Title: Schopenhauer's Psychological Philosophy and Freud's Psychoanalysis Type: Oral Paper Session - Deadline Dec 1, 2015 - Creation Date: 2015-10-29 15:42:35. A "Delete Submission" button is also visible.

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Dashboard

Create Submission

**View All Submissions**

My Profile

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### View My Abstracts

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Delete Submission

