

FREQUENTLY ASKED QUESTIONS

How do I submit as a non-member?

Select “Non-Members Click Here to Submit Your Abstract”, click on the “View/Edit” link located under submissions, scroll to the bottom of the 2015 Call for Papers page and click “Add”. Follow the system prompts to enter the submission. Non-members, once you have drafted an abstract the system will automatically generate a log-in and password. This information will be sent to the email address you provided in your submission. Please use this log-in information if you need to edit your submission.

I am a member, where do I find my log in information?

Your log-in consists of the email address we have on file for you and your password is your membership ID#. Note: you will not be allowed to enter an abstract until you log in as a member. If you have any trouble logging in please contact the Executive Office at 800-331-1389 or by email at office@aapl.org.

How do I add co-authors to my submission?

Click the first “Edit” button located under “Author”; it is listed on the right hand side directly across from the primary author’s name. Click on “Author List” located on the upper right corner of the page, then click “Add” to add more authors’ names and contact information. It is **very important** that you enter the correct contact information for your co-authors as some of this information will be printed in the Annual Meeting Program.

Our each of my co-authors required to log into the submission to agree to the disclosure statement?

No, the primary author should do that on their co-authors behalf. Once the co-author is added to a presentation the system will prompt you to re-enter their email address and answer “yes” or “no” to the disclosure statement.

How do I send in my financial disclosure form?

The financial disclosure form can be downloaded from the website at www.aapl.org. Every author and their co-authors must complete a form for each presentation they are involved in. This form can be mailed; faxed or emailed in a PDF to the Executive Office with an authentic signature (we do not accept typed or computer generated signatures). Submissions missing financial disclosure forms will not be reviewed or considered for a presentation at the meeting.

I am submitting a Scientific Paper presentation, how do I submit my paper?

An electronic copy of the double-spaced published paper, with appropriate references, must be e-mailed to the Executive Office at office@aapl.org. A Scientific Paper abstract submitted without a copy of the published paper will not be considered.

PLEASE NOTE:

- ❖ AAPL members must log in when submitting a proposal.
- ❖ Your title must be 60 characters or less, this includes spacing and punctuation.
- ❖ Two references are required and should conform to the style of the *Journal of American Academy of Psychiatry and the Law*.
- ❖ Two questions must be submitted with multiple-choice answers. We do not accept true or false questions.
- ❖ Once your abstract is in the “Submitted” stage you will not be allowed to go back into your submission to make changes.

Additional questions? Please contact the AAPL Executive Office at 800-331-1389 or by email at office@aapl.org.