Guidelines for Workshop Proposal Submission

Contents

General Proposal Submission Guidelines

- Each Proposal should be no more than 750 words and should clearly and concisely summarize the content of the presentation, identify questions or issues addressed and outline the results or conclusions.
- All information should be presented in a clear and concise manner using the following headings where possible; Purpose, Method, Results, Discussion, Practical Application/ Clinical relevance.
- All subheadings should be in bold.
- Graphics (i.e., graphs, tables, images, etc.) must be cited in the Proposal text. The Proposals themselves must be in text, not table format. All figures should be cited in the text of the Proposal.
- Arial 10 point font should be used for the Proposal text. Formatting is preserved (italics, bold, superscripting, subscripting, underlining) and symbol characters (ie ± , µ, ß) may be used.
- Proposals must be free of typographical and grammatical errors.
- Standard abbreviations may be used for common terms only. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the Proposal.
- The WSCG Congress uses APA (American Psychological Association) formatting.
- You will be asked to provide a short biography (up to 150 words) with your submission
- Submit as a Microsoft Word document or Adobe .pdf.

Before you submit a Proposal, please review and ensure that you have followed each of the stated guidelines

Workshop Proposal Submission Guidelines

1. Select Major Section:

- The Golfer
- Equipment & Technology
- The Golf Course

2. Select the Most Appropriate Review Category:

- Biomechanics
- Exercise Physiology, Fitness, and Golf
- Interdisciplinary
- Leisure and Recreation
- Measurement
- Golf Instruction/Pedagogy and Coaching
- Golf Psychology
- Sociocultural Aspects of Golf
- Golf and Special Populations
- Golf Management/Administration
- Turfgrass Science
- Conservation and Golf
- Equipment Design Considerations

- Golf Technology
- Other *(Add your own Category)*

3. Title

Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

4. Brief Description

Presenters should provide a short (100-word maximum) paragraph to provide a general introduction of the contents of the workshop. This description is intended to give a general overview of the learning objectives, teaching methods, and materials to be shared in the workshop.

5. Lead Presenter

You will need to indicate which author will take primary responsibility for presenting at the conference. Provide name, mailing address, telephone number and email address of the person who will take the primary role to organize the symposium.

6. Proposal

The Proposal must be 750 words or less. Please be careful to check spelling and ensure the Proposal is as clean as possible before submission. Proposals for workshops to be conducted at the conference must include: (a) intended target audience, (b) a statement of the specific learning objectives, (c) description of specific techniques/materials to be shared, (d) description of teaching methods, (e) explanation of science-based links, and (f) a brief resume/vita of key presenters. Proposals submitted without these components are likely to be rejected.

ALL PROPOSALS ARE REQUIRED TO USE THE
WSCG 2016 WORKSHOP PRESENTATION TEMPLATE.

Instructions Workshop Template

The 2016 World Scientific Congress of Golf VII Proposal Template for Workshop submissions has been created to assist submitting a properly formatted Proposal. The formatting includes correct margins, correct font size, correct spacing, and, proper subheadings as defined in the APA (American Psychological Association) Style Guide. The template has been created for Microsoft Word 2007 and formatted for you using Content Controls and Placeholder Text.

A Note from the Review Board!

- *The combined Proposal and resume/vita is limited to 750 words.*
- *The best way to submit your paper to get accepted is to have great research and use APA format.*
- *Use this Template.*
- *Following **ALL** of the directions for this template while editing your work will give you the best opportunity to present in the WSCG 2016.*

How to install the template on your computer:
1. Download the template.
2. Save it to a location you will remember
3. Copy the template to C:\Users*user name*\AppData\Roaming\Microsoft\Templates
4. Click on the round Office button and choose **New**
5. Choose **My Templates**
6. Choose the **WSCG template**

Content Controls

Content controls have been created for the following areas: Intended Target Audience, Statement of the Specific Learning Objectives, Description of Specific Techniques/Materials to be Shared, Description of Teaching Methods, Explanation of Science-Based Links, and a Brief Resume/Vita of Key Presenters..

There are 2 types of Content Controls in the Proposal Template:
1. Section Titles(Figure 1 Section Titles)
    o Section Titles contain the titles for each required section and cannot be modified.

Figure 1 Section Titles

2. **Section Content** (Figure 2 Section Content)
    - o **Section Content** contain **Placeholder Text** (Figure 3 Placeholder Text) surrounded by square brackets [ ] which is highlighted by a blue box when it is clicked on or the mouse rolls over.
    - o **Placeholder Text** contains instructions for that particular section and is formatted according to the guidelines.
    - o **Placeholder Text** disappears when you enter or copy your information.
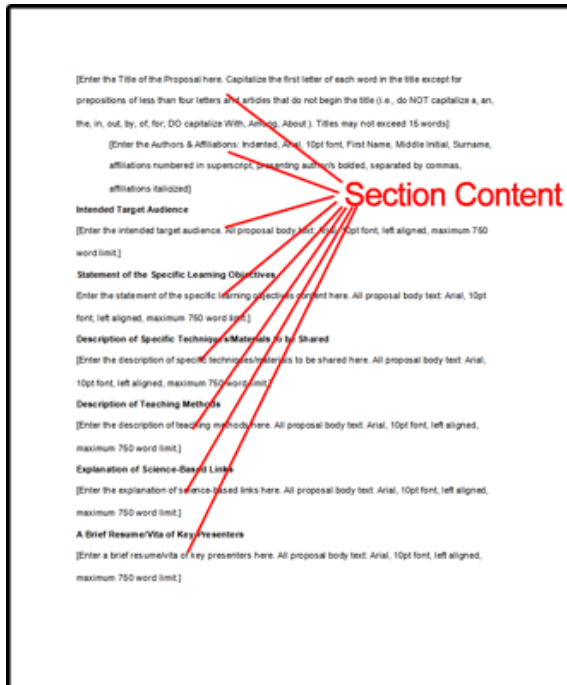
Figure 2 Section Content
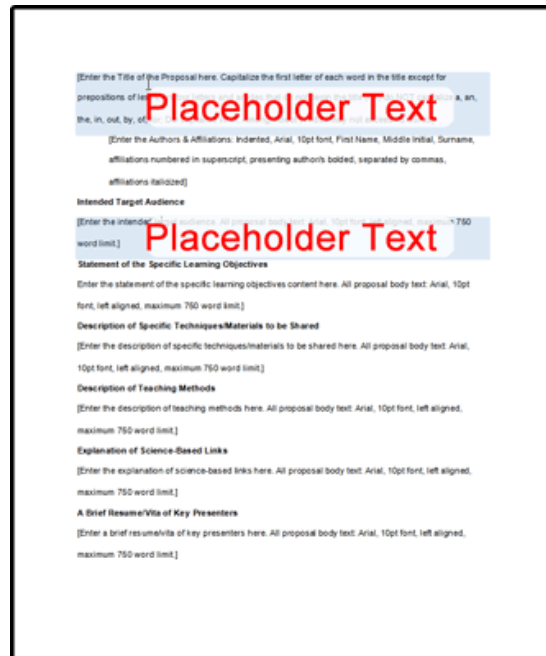
Figure 3 Placeholder Text

Adding Your Content

All formatting should be removed from the original text before adding it to the Proposal Template.

1. To add your content directly to the Proposal Template :

    - Click on the Placeholder Text location in the Proposal Template.
    - Type your content directly. The Placeholder Text will disappear and be replaced with your content and will be formatted.

2. To add formatted content:

    - Paste your text into Notepad
    - Choose Edit -> Select All (This will highlight all text)
    - Choose Edit -> Copy
    - Click on the Placeholder Text location in the Proposal Template

- Click on the Paste button in the Clipboard group. The Placeholder Text will disappear and be replaced with your content and will be formatted.

Adding References

The References section does not contain any Placeholder Text. You will need to add this information. References can be added to your Proposal can be added a few different ways:

1. Using Microsoft Word:
   - Click on the **References**
   - Click on the drop down arrow next to **Style** and choose **APA**
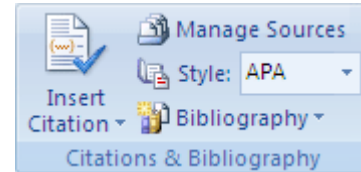   - Click on the **Insert Citation** in the **Citations and Bibliography** group
   - Use the following link as a guide to adding references in MS Word:

   - Use the following link as a guide to adding references in MS Word: https://support.office.com/en-us/article/Create-a-bibliography-3403c027-96c8-40d3-a386-bfd5c413ddbb

2. Sites that have information on American Psychological Association Formatting

   - http://www.apastyle.org/
   - https://owl.english.purdue.edu/owl/resource/560/02/

3. Applications you can purchase:

   - http://www.eazypaper.com/index.cfm
   - http://www.styleease.com/APAFormat.html
   - https://www.perrla.com/APADetails.aspx

4. Free online sources:

   - http://www.bibme.org/
   - http://www.citationmachine.net/
   - http://www.citefast.com/
   - http://www.citationcreation.com/
   - https://www.citethisforme.com/
   - http://www.easybib.com/
   - http://www.workscited4u.com/

Word Count

Keep an eye on the word count in your document. The Proposal must be 750 words or less. There are 2 ways to determine the word count:

- Using the Review tab
    - Click on the **Review** tab
    - Click on **Word Count**
    - A box appears with your statistics for your document
- Using the Status Bar:
    - Right click on the status bar at the bottom of the page
    - Click **Word Count** to display the word count at the bottom left corner of your document.

Once you have created your Workshop Proposal submission, save it as a word document (not template) or a pdf in a place you will remember.

Instructions for the Workshop Proposal Online Form

The form for Workshop will display up to 8 screens. Each screen contains a progress bar to let you know where you are in the process of filling out the form. Required fields are noted with an asterisk (*).
You can move forward through the form by clicking on the 'Next' button. You can always click the 'Previous' button to go back to preceding pages.

Filling out this form is easy. You choose the Major Section, Review Category, add the Proposal Title, a Brief description. You then will add the author(s) information and upload the file.

General Information

Page 1 contains fields for general information:
1. Select Major Section
2. Select the Most Appropriate Review Category
3. Proposal Title
4. Brief Description

Form for Workshop Proposal

Workshop Proposal Submission

Step 1 of 8 - Basic Entry

Select Major Section *
Choose a Major Section

- The Golfer
- Equipment & Technology
- The Golf Course

Select the Most Appropriate Review Category *
Select the Most Appropriate Review Category

- Biomechanics
- Interdisciplinary
- Measurement
- Golf Psychology
- Golf and Special Populations
- Turfgrass Science
- Equipment Design Considerations
- Other

- Exercise Physiology, Fitness, and Golf
- Leisure and Recreation
- Golf Instruction/Pedagogy and Coaching
- Sociocultural Aspects of Golf
- Golf Management/Administration
- Conservation and Golf
- Golf Technology

Proposal Title *
Enter the title for the proposal. Capitalize the first letter of each word in the title except for prepositions of less than four letters and articles that do not begin the title (i.e., do NOT capitalize a, an, the, in, out, by, of, for; DO capitalize With, Among, About). Titles may not exceed 15 words.

Brief Description *
Presenters should provide a short (100-word maximum) paragraph to provide a general introduction of the contents of the workshop. This description is intended to give a general overview of the learning objectives, teaching methods, and materials to be shared in the workshop.

NEXT

Author Information

Pages 2 through 7 contain fields for Author Information.

Form for Workshop Proposal

Workshop Proposal Submission

`12%`

Enter Author #1 information

Please enter the author information on the this and the following screens. You will be able to add from 1 to 6 authors by checking 'Yes' on the **Add another author?** checkbox at the bottom of this page.

Name *

| None ▼ |

Prefix

| | | |

First · Last

Address *

| |

Street Address

| | | |

City · State / Province / Region

| | | United States ▼ |

ZIP / Postal Code · Country

Phone *

| |

Email *

| | | |

Enter Email · Confirm Email

Is this the Lead Presenter? *

○ Yes   ◉ No

Add Another Author? *

○ Yes   ◉ No

[PREVIOUS]   [NEXT]

You can add up to 6 Authors. Pages 2 through 7 contain the following sections:
1. Name
   - Prefix - Select a Prefix from the dropdown menu or select 'None'.
   - First Name
   - Last Name
2. Address
   - Street Address
   - City
   - State/Province/Region
   - Zip/Postal Code
   - Country *(The default country is United States)*
3. Phone – Phone numbers can be Canada/United States or International format
4. Email- Please enter a valid email address
5. Lead Presenter – Check yes if this is the Lead Presenter, the default is 'No'.
6. Add another Author –Check yes to add another Author. The default is 'No'.

Click the 'Next' button. If you are adding another Author you will be taken to another screen to enter the next Author's information. If you checked 'No' to add another Author you will be taken to the final screen to upload the Proposal for this Workshop.

Workshop Proposal Submission

Page 8 is the final page for Workshop Presentation Proposal. It contains the following sections:
- Additional Information for the Review Committee
- A button to allow you to upload your Proposal for this Workshop.
- A question to verify that it is a human entering this information.
- A Submit button to complete this form.

Workshop Proposal Form

Step 8 of 8

87%

You are almost done!
Just upload the Abstract, add any comments and verify that you are human.

File to upload *

Upload the Proposal by clicking on the **Choose File** button. Select your file from your computer.
Accepted formats are Adobe Acrobat ".pdf" and Microsoft Word ".dox, .docx"

Choose File   No file chosen

Please enter any additional information for the Review Committee. Content is limited to 100 words.

Max. 100 words

We want to make sure you are human! *

☐ Yes, I am human.

PREVIOUS   SUBMIT

Errors

If you neglect to fill out a required field the form will display the error section or sections with the display background in red. You cannot move forward until the problem has been fixed.

There was a problem with your submission. Errors have been highlighted below.

Select Major Section *
Choose a Major Section

○ The Golfer

○ Equipment & Technology

○ The Golf Course

This field is required.

Another type of error is if you try to upload the wrong type of file.

Abstract File *
Upload the Abstract by clicking on the **Choose File** button. Select your file from your computer.Accepted formats are Adobe Acrobat ".pdf" and Microsoft Word ".dox, .docx"

⊗ image.jpg

The uploaded file type is not allowed. Must be one of the following: .doc,.docx,.pdf

To correct this problem first click on the X in the red circle to remove the incorrect file type. Then upload the correct file.