The SPP YouTube Channel
Society of Pediatric Psychology Online Video Education
<u>**Instructions for Authors**</u>

 Proposal Submission Information

- **The SPP YouTube channel provides brief, easily consumable, and trustworthy content to our membership, the students we teach and train, and the patients and public we serve.**
- Talk length should be determined by the topic and target audience. Brief talks (e.g., 5-15 minutes) focused on a targeted topic are especially encouraged.
- Submissions will be accepted on a rolling basis throughout the year.
- Proposals for programs to appear on the channel may either be invited by the MAL-CE, chairs of the SIGS, or the editorial staff of an SPP journal (*Journal of Pediatric Psychology* or *Clinical Practice in Pediatric Psychology*). Proposals also may be self-initiated by any SPP member in good standing.
- Submitted proposals will be assigned for review to 3 qualified experts who are not otherwise associated with the preparation of the program, who will each score the proposal on a 5-point scale from 1 to 5 (i.e, 1: Strong reject; 2: Reject; 3: Neutral; 4: Accept; 5: Strong Accept).
- Proposals receiving an average score of *4 or above* will be accepted and invited to move forward with development of their talk. The same reviewers will then provide feedback throughout the development process (see FAQs for detailed instructions regarding the development process).
- Proposals receiving an average score <u>below</u> 4, indicating poor to average quality, will be provided with reviewer feedback and recommendations for improvement (when available). Authors will be asked to consider revising and resubmitting if specific recommendations for improvement can be met.

 Instructions:

- Go to the **SPP YouTube Society of Pediatric Psychology Online Video Education Portal** to create a log-in account by clicking on the New User Link at: https://cmt.research.microsoft.com/SPP2020/Default.aspx
  - If you already have a log-in (e.g., have signed up or served as a reviewer in the past), please use this to sign in. Once you are in the portal, please select "Author" as your role on the top bar and you'll be directed to the Author Console.
- Once in the author console, click on "Create a new Paper Submission". You will be asked to:
  - Type the title of your presentation.
  - Type or copy/paste your program information into the "Abstract" window. Abstracts will be limited to 5000 characters. You must include all of the following information:
    - Target learner level (Introductory, Intermediate, and/or Advanced, based on a pediatric psychologist already in possession of a PhD/PsyD, or "public")
    - Brief description/overview of topic
    - Structure of program (i.e., content outline, talk length)
    - Learning objectives
    - Names of presenter
    - Relevant expertise of presenter
  - Enter one primary subject area, and up to 5 secondary subject areas, associated with subject matter of your proposal. The subject areas provided represent the current active list of special interest groups (SIGs) within Division 54. Your subject area selections will be used to assign your proposal to the group of reviewers most familiar with your proposed content. If your submission is not related to any of these categories, please choose "None of the Above."
  - For talks previously offered for APA and/or AMA CEs, please indicate this. You can upload a copy of your slide set as a supplemental file for expedited review in PDF or PPT format.

FAQ

What happens if my proposal is accepted?

- The author(s) of proposed programs that are accepted may then develop the digital audio-video content for the program, as follows (more specific instructions will be provided upon acceptance of a proposal):
    1. Authors should develop a written script and powerpoint slides to submit for pre-review and feedback prior to any video-/audio-taping of the presentation. This is intended to minimize additional time and expense for reshooting based on feedback.
    2. Once the script has been revised in accordance with reviewer feedback, authors can record presentations (a PowerPoint program with accompanying audio and video) from their computer desktop using a variety of programs (e.g., Camtasia or Adobe Connect) as long as they have a plug in or built in camera that records audio and video. They can also elect to have their instructional technology staff record their presentations (e.g., in their office or in a specially equipped classroom). Members need to make sure that regardless of how their programs are recorded, that the final version is in a YouTube supported file format (.WebM, .MPEG4, .3GPP, .MOV, .AVI, .MPEGPS, .WMV, or .FLV). Any cost incurred is the sole responsibility of the authors.
- At this stage, the presenting author also must complete and sign the required videotape release permission forms. A signed permission form will be required for both the presenter and for any other individuals who appear in the video, either voice, still image/photograph, or video clip (e.g., patient/parent interview, treatment excerpt, research demonstration, etc.). PLEASE NOTE: <u>For individuals other than the presenter who will appear in the video (e.g., patients, parents, lab assistants, etc.), please use your institution's release for photography/videotaping for permission to collect the relevant multimedia content for inclusion in your talk.</u> An additional release will be required for *use* of this multimedia content as part of the presentation to be posted on the SPP YouTube Channel. Appropriate releases (for both the presenter and other individuals who appear in the video) will be sent by the MAL-CE to the author for signature, scanning, and return via email. Programs will not be given final review until appropriate releases have been received for each participating individual. Releases will be kept on file with the acting MAL-CE.
- The author(s) of the proposed program may then submit the finished product for final review by the MAL-CE, who will ensure that it adheres to the original proposal before scheduling it for upload to the SPP YouTube Channel.

Who has access to the video after uploading?

- Once a presentation has been approved and uploaded, a link to the presentation will be sent to members via the SPP listserv. The SPP Webmaster will also provide a link to current presentations from a tab on the SPP homepage ("What's new on the SPP YouTube Channel?"). Individual SIGs may send this link to their membership via listserv. A link may also be posted on the private Facebook page, as directed by the MAL-CE.
- If the video was developed as a companion to a special topic issue or specific article appearing in the *Journal of Pediatric Psychology (JPP)*, a link to the video will be placed on the JPP Connection (http://oxfordjournals.org/our_journals/jpepsy/jppconnection.html) along with a link to the relevant publication to which the video serves as companion. This is the video landing page for *JPP* hosted by Oxford. Oxford may publicize the JPP Connection landing page and the content posted to it at their discretion, and has agreed to make the relevant publication available free-of-charge for 1 month immediately after posting of the companion video.
- Presentations designated as intended for a student/trainee or professional audience will be uploaded as "unlisted" videos accessible only to those individuals who have the specific link. Presentations designated as intended for the general public will be uploaded as "public"; these videos will be searchable and available to anyone for viewing on the SPP YouTube Page.

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How long will my video be available for viewing?

- Presentations will remain available for 1 year on the YouTube channel, at which time it will be sent for re-review to determine whether it should be retained, removed, or revised.

Rev 9/30/15:jvs