



NAPO Statistics Database Submission Form FAQ

When you select 'Click Here to SUBMIT A STATISTIC, FACT, OR QUOTE' on the NAPO Statistics Database Home Page, you will see the following form:

Submission Form

[RESET ALL FIELDS](#)

Title of Article, Journal or Book *

Author Last Name * ?

Author First Name

Publisher * ?

Date Published * ?

Relevant Year ?

Source of Data ?

Other Publication Information ?

Environment * Business Residential Non-Specific

Area of Focus * ?
Life Balance
Other
Space
Special Populations

Keywords ?
Attics/Basements
Bathroom
Bedroom

Other Tags ?

Submission (enter the fact, quote or statistic here) *

Submission Type * ? Statistic/Finding Fact Quotation

Attach Relevant Files No file chosen

Comments

Submitter Name *

Submitter's Organization

NAPO Member? * Yes No

Submitter's Email *

Submitter's Phone Number *



Components of the submission form.

General:

- Red stars indicate required fields. (★).
- Blue question marks (?) indicate that additional information about that field will appear when you hover over the symbol with your mouse.

1. **Title of Article, Journal or Book** (required field): Enter the exact title of the article, journal or book where the submission information was published. The title can be from a posting on a website, in a magazine, journal, book, or other printed material, and is not always the same as "Source of Data." If there is no title, please enter "UNKNOWN."

2. **Author Last Name** (required field): Enter the author's last name. If more than one author is listed, enter the last names of all authors separated by commas. If the article was authored by an organization, enter the organization's name in this field.

3. **Author First Name**: Enter the author's first name, if available. If more than one author is listed, enter all first names, separated by commas in the same order as "Author Last Name."

4. **Publisher** (required field): Enter the name of the website or publication which communicated the information. Note that the publisher can be, but is not always, the same as the "Source of Data." If unknown, please enter "UNKNOWN."

5. **Date Published** (required field): Enter the date the submission was communicated. Use all available information. In other words, if month, date and year is available, enter all in the format MM/DD/YYYY. If only month and year is available, enter MM/YYYY. If only the year is available, enter YYYY.

6. **Relevant Year**: For statistics or findings, enter the year to which the submission refers, if available. This may not necessarily be the same year it was published.

7. **Source of Data**: Enter the organization or individual that developed the information you are submitting. This entry refers to the originator of the data referenced in the publication, such as the name of the research study, the survey conducted, or subject matter expert.

8. Other **Publication Information**: Enter the URL for online publications. Other examples include City/State for books and page numbers and/or volume for books or periodicals.

9. **Environment** (required field): Select the environment to which the submission information applies:



National Association of Professional Organizers

The Organizing Authority®

- Residential – information applies only to residential situations.
- Business – information applies exclusively to business situations.
- Non-specific – submission information is not specific to one environment or the other, or applies to both residential AND business environments.

10. **Area of Focus** (required field): Select an option that best describes the key area of focus of the submission information:

- Information
- Life Balance
- Other
- Space
- Special Populations
- Specialized Services
- Time Management

11. **Keywords:** Select additional keywords to describe the submission information from these options:

- | | | |
|---------------------------|--|----------------------------------|
| ▪ ADHD | ▪ Garage Sale/Estate Sale | ▪ Paper & Electronic Organizing |
| ▪ Attics/Basements | ▪ Garages | ▪ Paper Organizing |
| ▪ Bathroom | ▪ Green Organizing | ▪ People with Disabilities |
| ▪ Bedroom | ▪ Hoarding | ▪ Photos/Collections |
| ▪ Children | ▪ Inventory | ▪ Seniors |
| ▪ Chronic Disorganization | ▪ Kitchens | ▪ Storage/Warehouse |
| ▪ Closets | ▪ Living Room | ▪ Stress Clutter |
| ▪ Clutter | ▪ Moving/Relocation | ▪ Students |
| ▪ Disorganization | ▪ Office | ▪ Technology |
| ▪ Electronic Organizing | ▪ Organizing Products / Organizing Tools | ▪ Time Management / Productivity |
| ▪ Estate Planning | ▪ Organizing Trends | ▪ Travel |
| ▪ Event Planning | | ▪ Virtual Organizing |
| ▪ Feng Shui | | |
| ▪ Financial/Bookkeeping | | |

12. **Other Tags:** Enter any additional keywords or phrases you feel are relevant to aid searches.

13. **Submission Text** (required field): Enter the exact text of the statistic/finding, fact or quotation from the source publication. Please do not paraphrase when inserting text. Ensure your submission is accurate, relevant and valid.



14. **Submission Type** (required field): Select the option that best describes the submission information:

- **Statistic or Finding:**
 - **Definition:** A statistic is a measure of something (e.g. an average, count or percentage) that results from analyzing a quantitative (i.e. numerical) data set. A finding is a reported result of an investigation of either quantitative or qualitative data. A finding is the discovery resulting from analyzing the data and statistics.¹
 - **Example of a statistic:** In 2012, advertising mail (junk mail) represented 60% of all household mail. Households received 79.6 billion pieces of advertising mail.
 - **Example of a finding:** The 2005 study notes that “the kitchen is perhaps the most important space in daily family life: a site of frequent congregation, information exchange, collaboration, negotiation and child socialization.”
- **Fact:**
 - **Definition:** Something that truly exists or happens, a true piece of information.²
 - **Example:** In Canada, everyone holding a garage sale is legally responsible for ensuring that products sold, whether new or used, are safe and meet current safety standards.
- **Quotation:**
 - **Definition:** Something someone says or writes that is repeated or used by someone else in another piece of writing or speech.³
 - **Example:** “Simplicity is the ultimate sophistication.” – Leonardo da Vinci

15. **Attach Relevant Files:** Upload images, PDFs or other additional information, if available.

16. **Comments:** Use this field if you have additional information related to this submission that has not otherwise been communicated in the submission process.

17. **Submitter Name** (required field): Enter your full name.

18. **Submitter’s Organization:** Enter your company or organization.

19. **NAPO Member?** (required field): Select “Yes” or “No” as appropriate. NAPO = National Association of Professional Organizers

¹ LeRouge, C., & Vande Krol, L. 2015.

² "fact." *Merriam-Webster's Electronic Dictionary*. 2015. <http://www.merriam-webster.com/dictionary/> (20 Aug. 2015).

³ "quotation." *Merriam-Webster's Electronic Dictionary*. 2015. <http://www.merriam-webster.com/dictionary/> (20 Aug. 2015).



20. **Submitter's Email** (required field): Communication associated with the submission will be directed to this email address.

21. **Submitter's Phone Number** (required field): Please provide this contact information to expedite communication when necessary.

When you have completed the Submission Form:

- Click on "SUBMIT" to complete your submission.
- If there are errors on the form, you will be directed to correct it before re-submitting.
- If all of the submission information was entered into the form correctly, you will see this page:

Preview: Submission Form

DataPage Logout

@ Parameters



Your submission was successful. All submissions are pending until reviewed and approved by the NAPO Statistics Database Committee.

[Click here to return to the Submission Form and submit additional information from the same source.](#)

Please note that you will need to reselect the "Area of Focus" and "Keywords."

OR

[Click here to return to a blank Submission Form.](#)

[Created with Caspio](#)

- Your submission will not be visible or available in Database searches until the approval process is complete.
- You may be contacted for additional information if any questions arise during the approval process.

If you have additional information to submit to the database:

To create a submission from a new article or source, choose the "Blank Submission Form" option and enter information as described above.

If you want to create another submission from the same article or source without having to re-enter all of the shared information, choose the multiple submissions option ("Click here to return to the Submission Form and submit additional information from the same source"). This will open the form with all fields completed except for "Area of Focus," "Keywords," "Other Tags," "Submission Type," and "Submission."