

## IAMCR 2019

# Proposal submission guidelines

## Your proposal

While the general theme of the conference is “Communication, Technology, and Human Dignity: Disputed Rights, Contested Truths”, described in the [general call for proposals](#), each of IAMCR’s 32 sections and working groups has issued its own call for proposals that further elaborates on the theme from the perspective of the section or working group and identifies additional themes of interest. The work of the sections and working groups is at the heart of IAMCR conferences. When you submit your proposal for an individual presentation or a panel to the section or working group of your choice, the heads of the section or working group then manage a peer-reviewed evaluation process, communicate with you about the results, and organise the accepted proposals into the more than 300 sessions that make up the bulk of the work at an IAMCR conference. Read the call for proposals of your section or working group carefully at <https://iamcr.org/madrid2019/s-wg-cfp>. Your proposal must conform to any conditions specified by the section or working group you are submitting to.

Sessions and working groups generally accept two kinds of submissions:

A **single abstract for a paper presentation session** is for an original research paper that you want to present on your own or with one or more co-authors. You submit an abstract of the paper you wish to present. If your abstract is accepted, the heads of the section or working group will group your paper with three or four other papers into a session, often dealing with a single theme or subject area, and arrange for a moderator and possibly a discussant. The submission consists of a single abstract of no more than 500 words describing the paper you wish to present.

A **panel proposal** is one in which a group of colleagues proposes a coherent theme to be discussed by multiple speakers, each of whom presents a distinct element or perspective. The complete panel proposal is submitted by the panel coordinator, and must include: (a) an overall description that outlines the subject and goal of the panel, identifies the authors/presenters, proposes a moderator or chair of the panel and, optionally, a discussant, and; (b) an abstract for **each** of the panel’s papers or presentations. Detailed instructions for submitting a panel proposal are available in a PDF that you can download from the article *How to submit a panel proposal* at [iamcr-ocs.org](http://iamcr-ocs.org).

For 2019 a limited number of sections and working groups are also receiving submissions of **single abstracts for video presentation**. See the [Joint Call for Video Presentations](#) for details.

All individual and panel submissions must be made using IAMCR’s Open Conference System (OCS) at <http://iamcr-ocs.org>. **The deadline for submissions is 08 February 2019 at 23:59 GMT.**

## Language

To maximise opportunities for exchange, IAMCR recommends that abstracts be submitted in English and that conference presentations be made in English whenever possible. Nevertheless, many sections and working groups will receive and evaluate abstracts and/or enable allow in Spanish, French and occasionally Portuguese. For details on the language policy of a section or working group, see the section on languages in its CFP at <https://iamcr.org/madrid2019/s-wg-cfp>.

If you want to make your presentation in a language other than English, please indicate this clearly at the beginning of your abstract by writing, for example, PRESENTATION IN SPANISH.

Note that simultaneous interpretation will not be available for sessions organised by IAMCR's sections and working groups.

## Submitting your proposal

### 1 – STARTING THE SUBMISSION

1.1 Log in with your existing IAMCR-OCS account at <http://iamcr-ocs.org> or create a new one. If you have submitted an abstract to any of IAMCR's annual conferences since 2011 you already have an account on this site. You can retrieve a lost password if you have access to the email address you used when you first registered. If you have any problems, write [support2019@iamcr.org](mailto:support2019@iamcr.org).

1.2 Select the Section or Working Group you want to submit to from the drop-down menu.

1.3 Select “A single abstract for a paper presentation session”, “A panel proposal (or an abstract of a panel presentation)” or “A single abstract for a video presentation session”.

1.4 Check off the four boxes in the Submission Checklist to affirm that your submission will meet all necessary conditions.

- I. This is an original submission. It has not been previously published and is not being considered by another conference (unless an explanation has been provided in the Comments to the Section or Working Group Heads box below).
- II. This proposal or another version with minor variations in title or content is not being submitted to another IAMCR Section or Working Group.
- III. I understand that authors may not submit more than 2 abstracts, either as single or joint author, to IAMCR 2019.
- IV. I understand that if a proposal is accepted for presentation, but the author is unable to attend the conference, I must immediately inform the heads of the respective Section or Working Group.

1.5 You may enter a comment for the “Section or Working Group Heads”.

1.6 Click on “Save and Continue”.

## 2 – ENTERING THE SUBMISSION DETAILS

2.1 Enter your name, email address, institutional affiliation, and country. This information must also be entered for any and all co-authors, using the “Add Author” button.

2.2 Enter the title and content of your abstract. Your abstract must be entered in text, not in Word or another processed format.

2.3 If you are submitting an abstract for a panel, read the article ***How to submit a panel proposal*** at [iamcr-ocs.org](http://iamcr-ocs.org).

2.4 Click on “Save and submit”.

That’s it. Thank you for submitting your abstract.

## 3 – CONFIRMATION OF RECEIPT AND DECISION

You will receive an email confirming receipt of your abstract and assigning a submission number to it. The message also contains a link that will let you edit or update your submission. Keep this email. You will need the submission number when you register for the conference.

You will be informed by the heads of the section or working group of the decision to accept or decline your abstract no later than 28 March 2019.