2014 Annual Meeting Guidelines and Submission Process

Please adhere to the following guidelines and submission rules as established by the APSA Council and Committee on the Annual Meeting. Electronic submissions will be accepted beginning September 15 at www.apsanet.org/2014. Deadline for submissions is December 15, 2013.

PROPOSAL SUBMISSION PROCEDURE

APSA accepts chair, discussant, paper, and organized panel proposals. You will be required to provide the following information: Chair/Discussant Proposals: Statement of interest, CV, PhD information, and first and second division choice.

Paper Proposals: Paper title, abstract of no more than 500 words, Co-author information, PhD information, and first and second division choice.

Organized Panel Proposals: Panel title, panel abstract, presenter information including paper titles and abstracts, chair and discussant information, and first and second division choice.

To use the online submission system, all you need is a valid e-mail address and Internet connectivity. To submit your proposal, log into your MyAPSA account and click the Call for Papers link in the Annual Meeting section. If you do not have a MyAPSA account, you may create one for free at www.apsanet.org.

SUBMISSION RULES

The following submission rules were established by the APSA Committee on the Annual Meeting:

- Submit up to two sole-authored papers or two organized panel proposals. Additional proposals from the same author or organizer will not be accepted.
- Submit each proposal to no more than two Divisions.
- All paper proposals will be considered for poster presentation.
- All submissions must be received electronically by December 15, 2013.

Confirmation of Proposal Submission

All electronic proposal submissions will receive a unique ID number and email confirmation. Please save confirmation email and ID number for future reference. Contact APSA at meeting@apsanet.org if you do not receive an email confirmation of your submission within 24 hours. You can view, edit, or delete submissions until the call for papers deadline through your MyAPSA account at www.apsanet.org.

ACCEPTANCE NOTIFICATION

In March 2014, you will receive an acceptance or rejection e-mail from the division chair for each proposal you submitted. If accepted for a panel or poster presentation, the e-mail will indicate the division for which you are accepted. If your proposal is not immediately accepted for a panel or poster, you may be contacted at a later date to present if spaces become available on the program. You will receive additional detailed information regarding your panel or poster session from the division or panel chair.

ANNUAL MEETING PARTICIPATION RULES

When submitting panel and individual paper proposals, please follow the following five participation rules that were developed and maintained by the APSA Council.

Rule 1: Participation Limitation

Participation in the Annual Meeting is limited to two (2) appearances on sessions organized by the APSA Program Committee, Organized Sections, and Related Groups. An appearance may take the form of paper or roundtable presenter, discussant, or chair. Appearances in workshops, poster sessions, evening sessions, and panels sponsored or co-sponsored by the Annual Meeting program chair(s) do not count against the participation limit.

If a person is appearing during a panel session as a paper giver, roundtable presenter, or discussant, serving as chair of the same session does not count as an additional appearance. A person may appear on the program only once as the sole author of a paper unless one of his/her single-authored papers is on a panel organized by Division 9: Teaching and Learning in Political Science or Division 10: Political Science Education.

Rule 2: Preregistration

The APSA Council requires all program participants to preregister by June 1, 2014. Participants who do not preregister by June 1 will not be listed in the Preliminary Program. Participants added to the program after June 1 should pre-register within 10 days of their notification.

Rule 3: Exempt Participants

Prospective participants may request of a division chair or panel organizer an exemption from the preregistration requirement if they are:

a) not a political scientist;
b) appearing on only one panel; and
c) not an exempt participant in 2012.

An exempt participant receives a badge for admission to all Annual Meeting activities but will not receive an Annual Meeting Program or the reduced hotel rate.

Rule 4: Paper Delivery

As a paper presenter, you have two important obligations:

1) to ensure that the members of your panel, especially discussants, receive your paper in time to read it carefully prior to the meeting; and

2) to submit your paper to PROceedings, APSA's online collection of Annual Meeting papers. NOTE: Your paper should not be considered published because it is posted online.

Rule 5: Panel Schedule

Panels are scheduled in fourteen (14) time slots beginning at 8:00 a.m. on Thursday and concluding at 12:00 noon on Sunday. Participants are expected to be available for any of the fourteen time slots. If your schedule is limited by a teaching or travel constraint, inform the division chair or panel organizer upon your acceptance as a participant, or by March 26, 2014.

Please note that due to the large number of panelists on the meeting program, scheduling requests are not guaranteed. ■

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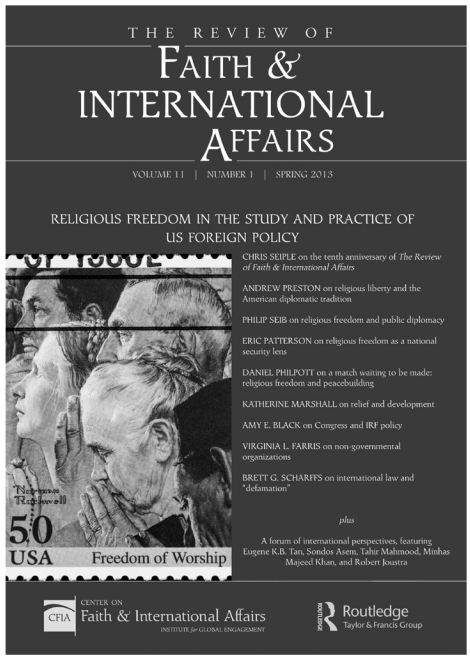
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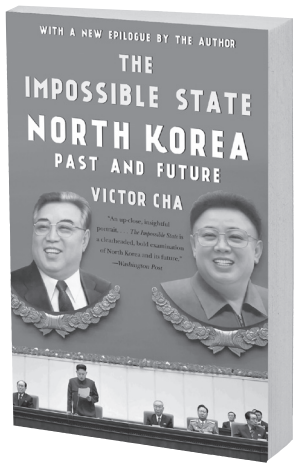
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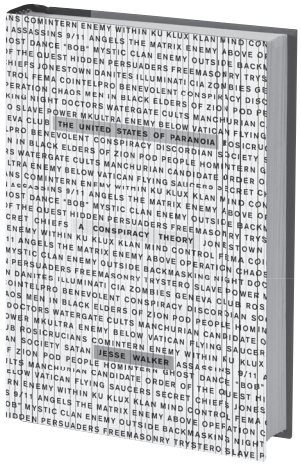


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