

PSA ANNUAL INTERNATIONAL CONFERENCE 2020
The PSA at 70: Re-imagining Politics
Edinburgh, 6 – 8 APRIL 2020

INSTRUCTIONS FOR SUBMITTING PAPER AND PANEL PROPOSALS
VIA [EX ORDO](#)

Submissions can be in the form of individual papers or panels. Please see the relevant guidance for each below.

GENERAL INFORMATION:

- Paper and panel titles should be **Title Case Format** (example: The End of History?).
 - Please check proposals for errors and ensure that correct email addresses are provided for authors.
 - It is recommended that authors use the same Ex Ordo account/email address during the submissions process and when registering for the PSA Conference; having multiple accounts makes it difficult to keep track of accepted authors ahead of the conference registration deadline (and considerable time is spent by the organisers identifying users' multiple accounts and merging them).
 - Need Guidance? On the right-hand side of your conference dashboard there is a Help section - click on 'Author Articles' for submissions guides. Contact details are also provided if you require further assistance.
 - If you are interested in being part of a PSA Specialist Group panel or have a Specialist Group-related query, please contact the relevant group convenor(s). Details for all PSA Specialist Groups are available [here](#).
 - Panel proposals should reflect the diversity of the profession and **all-male panels will NOT be considered**.
 - Panels comprising entirely of PhD students will not be accepted.
 - Masters students are welcome to register to **attend** the conference, but we will not normally accept paper proposals from students at this stage of their postgraduate studies.
 - Submissions from undergraduate students will not be accepted; undergraduates are instead strongly encouraged to submit proposals for the PSA Annual Undergraduate Conference 2020 in Edinburgh (further details will be available shortly).
 - Paper or panel proposals will NOT be accepted that involve participants presenting via video conferencing (Skype etc.). Confirmed paper-givers are required to register and attend the conference and only in exceptional circumstances will this be waived, such as for health- or mobility-related issues.
 - **The deadline for submitting proposals is Monday 21st October@23:59. All paper and panel proposals can be edited up until the submission deadline unless already under review by the convenors. If the status of your proposal is 'under review' and you wish to make changes please email the [conference convenors](#) who will help with your request.**
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PAPER SUBMISSIONS

This is for paper abstracts by author(s) that, if accepted, can be incorporated into a relevant panel by the conference convenors.

- **STEP 1. FORMAT:** Select the 'Paper' option.
- **STEP 2. TITLE & ABSTRACT:** Enter paper title in **Title Case Format** and the abstract (**max. 300 words**).
- **STEP 3. AUTHORS:** Add details as requested:
 - If you are not a paper author but are submitting on behalf of others, click the 'I'm not an Author' box and then add paper author details.
 - If there are multiple authors choose a **corresponding author** (main point of contact for the paper) and select the **presenting authors** who will attend the conference if the paper is accepted.
- **STEP 4. TOPICS:**
 - Choose up to two topics (based on PSA Specialist Group names) relevant to the paper. This is then used by the conference convenors to place the paper in an appropriately themed panel.
- **STEP 5. ALL SUBMISSION TYPES:**
 - **Statement on No All-Male Panels:** Select 'Not applicable - not submitting a panel overview'.
 - **Is this submission part of a PSA Specialist Group Proposal?** Select 'Not applicable' as you are submitting an individual paper proposal.
- **STEP 6. PANEL OVERVIEW:**
 - Is this a PSA Specialist Group submission? Select 'No'
 - Panel Discussant Details: Ignore and click 'Done - Go to the Next Step'
- **STEP 7. INDIVIDUAL PANEL CONTRIBUTION:** Ignore this section and click 'Done – Go to the Next Step'

The paper has now been submitted and all authors will be notified via email. Proposals can be edited up until the submission deadline unless already under review by the convenors. If the status of your proposal is 'under review' and you wish to make changes please email the [conference convenors](#) who will help with your request.

PANEL SUBMISSIONS

These submissions are for fully formed/organised panels, usually of up to 4 papers, a chair and discussant (the latter is optional). Panel sessions are 90 minutes in duration with up to 15 - 20 minutes per paper and the remainder for questions and discussion. Submitted panels with two papers or less will not be considered.

The conference convenors may contact panel organisers about adding unattached accepted paper proposals to their submitted panels.

Panel convenors need to go through the workflow multiple times* and are required to:

1. Enter one **PANEL OVERVIEW SUBMISSION** - title, abstract, chair details, select relevant topic(s), confirm if a PSA Specialist Group panel etc.
2. Enter a **PANEL CONTRIBUTION SUBMISSION** for each paper that is part of the panel - title, abstract and author details. **IT IS VITAL THAT PANEL CONVENORS PROVIDE PANEL CONTRIBUTION DETAILS SO THAT AUTHOR DETAILS FOR EACH PAPER IS CAPTURED CORRECTLY.**

***If a panel has 4 contributions: you will have to complete 5 submissions (overview + 4 contributions)**

The panel overview and panel contributions will then be collated by the conference convenors and formed into a panel in the conference programme.

The full instructions for panel submissions are as follows:

1. PANEL OVERVIEW SUBMISSIONS

- **STEP 1. FORMAT:** Select the 'Panel Overview' option.
- **STEP 2. TITLE & ABSTRACT:** Enter panel title in **Title Case Format** and abstract (panel synopsis, details of featured papers etc. and **max. 300 words**). **Please do not skip the panel contribution section below as it is essential to add author details for each paper that is part of the panel.**
- **STEP 3. AUTHORS:** ONLY ADD PANEL CHAIR DETAILS IN THIS SECTION - THEY SHOULD ALSO BE SELECTED AS THE CORRESPONDING AUTHOR AND PRESENTING AUTHOR. If a panel chair has not yet been chosen then add the panel convenors' details and this can be amended at a later date (even after the submissions deadline via contacting the conference convenors at convenor@psa.ac.uk).
- **STEP 4. TOPICS:** You can select up to two topics to help categorise your submission.
 - **PSA Specialist Groups:** The topics correspond to specialist group names and selecting one (or two, if a joint proposal) will help the convenors identify which group(s) are submitting a panel.
- **STEP 5. ALL SUBMISSION TYPES:**
 - **Statement on No All-Male Panels:** Please ensure that your proposal adheres to the PSA's commitment to equality and diversity and agree to the statement that it is **not an all-male panel**.

- **Is this submission part of a PSA Specialist Group Proposal?**
 - Select 'Yes' if a panel overview is part of a PSA Specialist Group panel proposal.
 - Select 'No' if a panel overview is NOT part of a PSA Specialist Group panel proposal.
- **STEP 6. PANEL OVERVIEW**
 - **Panel Discussant Details:** Add details if the panel has a discussant (this can also be updated following the submissions deadline by contacting the [conference convenors](#)).
- **STEP 7. INDIVIDUAL PANEL CONTRIBUTION: Ignore this step and click 'Done – Save Submission'.**

The panel overview has now been submitted and the panel chair/convenor will be notified via email. Proposals can be edited up until the submission deadline unless already under review by the convenors. If the status of your proposal is 'under review' and you wish to make changes please email the [conference convenors](#) who will help with your request.

Panel convenors should then begin adding panel contributions (papers) using the guidance below.

2. PANEL CONTRIBUTION SUBMISSIONS

It is vital that panel convenors provide these details so that author details for each paper that is part of a panel is captured correctly.

- **STEP 1. FORMAT:** Select the 'Panel Contribution' option
- **STEP 2. TITLE & ABSTRACT:** Enter paper title in **Title Case Format** and abstract details (**max. 300 words**).
- **STEP 3. AUTHORS:** Add details as requested.
 - If you are not a paper author but are submitting on behalf of others, click the 'I'm not an Author' box and then add paper author details.
 - If there are multiple authors choose a corresponding author (this is the main point of contact for the paper) and select the presenting authors who will attend the conference if the paper is accepted.
- **STEP 4. TOPICS:**
 - Choose up to two topics that are relevant to the paper and these should be the same as the panel overview submission (you will be asked later to provide the title of the panel this paper is part of).
 - **PSA Specialist Groups:** The topics correspond to specialist group names and selecting one (or two, if a joint proposal) will help the convenors identify which group(s) are submitting a panel (you will be asked later to provide the title of the panel this paper is part of).
- **STEP 5. ALL SUBMISSION TYPES: Statement on No All-Male Panels**
 - **Statement on No All-Male Panels:** Select 'Not applicable - not submitting a panel overview'.
 - **Is this submission part of a PSA Specialist Group Proposal?**
 - Select 'Yes' if a panel contribution is part of a PSA Specialist Group panel proposal.

- Select 'No' if a panel contribution is NOT part of a PSA Specialist Group panel proposal.
- **STEP 6. PANEL OVERVIEW:**
 - **Panel Discussant Details: Ignore this section and click 'Done – Go to the Next Step'**
- **STEP 7. INDIVIDUAL PANEL CONTRIBUTION:**
 - Name of Panel: Add the title of the panel this paper is part of.

Your panel contribution (i.e. a paper that is part of a panel) has now been submitted and all authors will be notified via email. Proposals can be edited up until the submission deadline unless already under review by the convenors. If the status of your proposal is 'under review' and you wish to make changes please email the [conference convenors](#) who will help with your request.