

PSA ANNUAL INTERNATIONAL CONFERENCE 2019

(UN)SUSTAINABLE POLITICS IN A CHANGING WORLD

15 – 17 April 2019, Nottingham Conference Centre, Nottingham Trent University

SUBMITTING PAPER AND PANEL PROPOSALS VIA EX ORDO

[Psa2019.exordo.com](https://psa2019.exordo.com)

Proposals accepted until 23:59 on Monday 22nd October 2018

GENERAL INFORMATION:

- The 2019 conference theme is '(Un)Sustainable Politics in a Changing World' and this theme will weave through the plenary events. Proposals that fall under the conference theme are encouraged but is not a requirement.
- To submit proposals, you will need create an account with Ex Ordo:
<https://psa2019.exordo.com/login>.
- **Need Guidance?** Once you have logged in, on the right-hand side of your conference dashboard is a Help section – click on 'Author Articles' for submissions guides. Contact details are also provided if you require further assistance.
- Panel proposals should reflect the diversity of the profession and **ALL-MALE PANELS WILL NOT BE CONSIDERED.**
- 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.

SUBMITTING PAPER PROPOSALS

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

- Create an account with Ex Ordo: <https://psa2019.exordo.com/login>
- Read carefully and agree with the Ex Ordo Terms of Service to access your conference dashboard (if you have any concerns, including about GDPR, please contact avnish.patel@psa.ac.uk)
- Conference Dashboard: Click on the 'Submit Your Abstract Now' button to access the 'New Submission' page (or at the bottom of the instructions page click 'Skip – Start Workflow').
- STEP 1: PROPOSAL FORMAT: Click on 'Format' on the left-hand side and choose the paper option
- STEP 2: TITLE & ABSTRACT:
 - Title: Titles should be in Title Case Format (example: The End of History?).
 - Abstract: Proposals must not exceed the 550-word limit and must be submitted in English. Clear and concise abstracts help facilitate the review process.

- STEP 3: AUTHORS:
 - Add details including: PSA membership status, PSA specialist group memberships (if any); and if you are interested in chairing a panel (the academic convenors will contact you if opportunities arise).
 - If you are submitting a paper on behalf of others and you are not an author/presenting, click 'Edit Author' and then 'I'm not an Author'.
 - Adding Co-authors: Enter co-author email, then title, name, institution and add details as above.
 - Choose one corresponding author – this individual will be responsible for receiving all correspondence and information related to the submission at the email address provided. The corresponding author is responsible for forwarding information onto co-authors listed on the abstract.
 - All paper submissions have to choose one presenting author (even if there is more than one author – this is hard coded within the software). The registration must be confirmed by the listed presenting author. The presenting author can be the same as the corresponding author.
- STEP 4: TOPICS: Listed topics are based on PSA Specialist Groups:
 - Scroll down to Paper Proposals and choose up to three topics that reflect your abstract.
 - Topics are used by the conference convenors to place your abstract in an appropriately themed panel.
 - Clarification: At the bottom of the page, the comment, 'If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice' – 'chair' refers to the academic convenors (this cannot be amended as it is hard coded within the software).
- STEP 5: PANEL ONLY: Due to the hard coding within the software you will be asked if you are submitting a panel (this stage cannot be bypassed) - since this is an individual paper abstract, reply 'no' to proceed to the 'Papers Only' stage.
- STEP 6: PAPERS ONLY: You have the option to upload a paper to complement your abstract.
- Click 'Done' to save and submit your submission. You will then receive an email receipt acknowledging the submission.
- Changes can be made to your proposal by logging in to your Ex Ordo Dashboard and using the 'Edit' prompt on your My Submissions card (on or before Monday 22nd October 2018 @ 23:59 Europe/London). Further information on how to edit your submission is here: <http://support.exordo.com/article/474-editing-your-submission>

SUBMITTING PANEL PROPOSALS

Proposals are for fully formed/organised panels, consisting of up to 4 papers, a chair and a discussant (the latter is optional). Panel sessions are 90 minutes in duration (up to 15 - 20 minutes per paper and the remainder for questions and discussion). The conference convenors may contact panel organisers regarding adding confirmed paper proposals to their panels.

- Create an account with Ex Ordo by visiting: <https://psa2019.exordo.com/login>
- Read and agree with the Ex Ordo Terms of Service to access your conference dashboard (if you have any concerns, including about GDPR, please contact avnish.patel@psa.ac.uk)
- Conference Dashboard: Click on the 'Submit Your Abstract Now' button to access the 'New Submission' page with instructions for submitting proposals (or at the bottom of the instructions page click 'Skip – Start Workflow').

- STEP 1: PROPOSAL FORMAT: Click on 'Format' on the left-hand side and choose the panel option.
- STEP 2: TITLE & ABSTRACT:
 - Title: Titles should be in Title Case Format - for example: The End of History?
 - Abstract: Proposals must not exceed the 550-word limit and must be submitted in English. Clear and concise abstracts help facilitate the review process.
 - PSA Specialist Groups: Please make it clear in the text if this a proposal by a specialist group /joint proposal by specialist groups.
 - Include details of paper-givers ('authors') in the following format: **Title, Name** (Institution) *Paper Title*. For example: **Professor Angelia Wilson** (University of Manchester) *Educating Constituents: The US Christian Right Discursive Political Strategy*
 - Proposals can include Chair and Discussant details in the following format: Title, Name, (Institution)
- STEP 3: AUTHORS (Paper-givers/panellists):
 - Choose a corresponding author: this individual will receive all communication related to the submission and is responsible for forwarding this onto listed co-authors.
 - Panel convenors can submit as a corresponding author if they are not participating within the panel (if so, do not tick 'Presenting Author').
 - For each paper, add author details including: Institution, country, PSA membership status, PSA specialist group memberships (if any); and if you are interested in chairing a panel (the academic convenors will contact you if opportunities arise).
 - All paper submissions have to choose one presenting author. The registration must be confirmed by this author. The presenting author can be the same as the corresponding author.
- STEP 4: TOPICS: Listed topics are based on PSA Specialist Groups:
 - PSA Specialist Group submissions: Tick the appropriate box or boxes if a joint submission.
 - Non-PSA Specialist Group submissions: Choose up to three topics that reflect your abstract
 - Clarification: At the bottom of the page, the comment, 'If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice' – 'chair' refers to the academic convenors (this cannot be amended due to it being hard coded within the software).
- STEP 5: PANEL ONLY: Are you submitting a panel? Tick 'Yes' to proceed.
 - PSA Specialist Group Submissions: Provide details if this is a specialist group(s) proposal
 - Panel Chair/Discussant Details: Add relevant information if available
 - Equality & Diversity: Agree with the statement that your panel submission aligns with the PSA's commitment to equality and diversity and note that all-male panels will not be considered.
 - Adding Papers: You can add papers, in pdf, if available. Ensure that author details and paper title feature in the file name.
- STEP 6: PAPERS ONLY: This option is for individual paper submissions only - ignore and click 'Done' to submit your panel proposal. You will then receive an email receipt acknowledging your proposal.
- Changes can be made to your proposal by logging in to your Ex Ordo Dashboard and using the 'Edit' prompt on your 'My Submissions' card (on or before Monday 22nd October 2018 @ 23:59 Europe/London). Further information on how to edit your submission is here: <http://support.exordo.com/article/474-editing-your-submission>

CONFERENCE DEADLINES:

Monday 7th August: Call for paper and panel abstracts

Monday 22nd October: Deadline for submitting proposals. Abstracts submitted after this date will not be considered. Abstracts can be edited until the submission deadline. A confirmation email acknowledging receipt of an abstract will be sent to the Corresponding Author.

Monday 19th November:

- Notification of Acceptance: Acceptance/rejection emails sent to Corresponding Authors
- Conference registration opens (Early Bird Rates)
- Conference dinner tickets available to purchase
- Applications open for ECN and International Visitor Grants

Monday 14th January: Deadline for ECN and International Visitor Grant Applications

Monday 28th January: Early-bird rate registration deadline

Monday 18th February: Registration deadline for presenting authors of accepted abstracts. Failure to register will result in the abstract being excluded from the conference programme).

Monday 8th April: Deadline for presenting authors to upload papers