



Submitting a Paper: Your Responsibilities

Submitting a paper to a conference is a formal, professional process. For many students, the paper you submit will likely be a revised version of one that you've written for a class. The key term is "revised." Conference papers tend to be longer than class papers because the methodology, analysis and conclusions are generally more developed.

When you submit papers, you should remove any author or university identification from the paper. This includes telltale course information. You should send in a separate file a title page that includes the exact title that is on the submitted paper, your name, school affiliation, contact information and whether you are a graduate or undergraduate student. You should submit these files to the appropriate Division Chair as found in the Newsletter and/or on the website. You should receive a note from the Division Chair that your paper has been received. If you have not heard from them within a couple of days, send a note to the Division Chair to make sure they received your paper.

Within six to eight weeks you will receive notice from the Division Chair about the status of your paper. It will either be accepted or rejected. Reviewers also have a third option, Revise and Resubmit. This option means that the reviewers feel that the paper has potential but isn't quite ready to be presented as is. However, the reviewers also feel that the paper can be ready for delivery at the conference with revision. Should you receive a Revise and Resubmit, you should send the revised paper to the assigned respondent a minimum of one week before the conference.

At the time that you receive notification of the status of your paper, you will also receive the reviewer's comments. If your paper is accepted you can continue to revise. However, it is your responsibility to send the revised version to your respondent.

You must realize that by submitting a paper or agreeing to be on a panel you are committing to attending the conference if your paper or panel is accepted. Should something catastrophic happen and you cannot attend you should notify the Conference Planner and the chair of your panel immediately.