Before you begin…

Did you look at http://lasa.international.pitt.edu/auth/prot/papermatch/ and see if others are submitting individual proposals with your same theme? Together you may be able to submit a panel proposal. This will help ensure that you are in a panel with others in the same theme, selected by you!

Please note:

- All Individual Paper submitters (including co-authors) MUST be current LASA members. Membership must be renewed by the deadline of September 6, 2018 (17:00 hrs. EDT). (For other key dates, please visit: http://lasa.international.pitt.edu/eng/congress/important-dates.asp)

- If someone is not appearing in the proposal system is because he/she is not a current LASA member (please ask him/her to pay membership dues: https://lasa.international.pitt.edu/auth/jru/)

- You will not be able to save a proposal in the system. You must first submit the proposal then able to edit it. In order to prove you have submitted it correctly, you will see a confirmation message on your screen and you will receive an email. You will be able to edit it until the deadline of September 6, 2018 (17:00 hrs. EDT).

Below you will find the instructions for submitting an Individual Paper Proposal for LASA2019

Step 1: Click on the link: https://lasa.international.pitt.edu/Proposals/ and enter your LASA member ID and password

Step 2: Select 'Submit or Edit a Proposal':

Submitter Menu

✎ **Submit or Edit a Proposal**
Submit or edit proposals for this conference.

✉ **Message Center**
Read messages sent from this site.

Step 3: Select 'Submit a Paper, Panel, or Special Event"

Submit or Edit a Proposal
To begin the process of submitting, select one of the links below.

Submit a New Proposal

- Submit A Paper, Panel, or Special Event
- Submit a Travel Grant Application

Step 4: Select the program track for your paper

Step 5: Under "Individual Presentation" select 'Paper'

Nuestra América: Justice and Inclusion

Submit Submission for Review	
Session Type	**Description**
Panel	
Roundtable	
Workshop	
Individual Presentation	**Description**
Paper	Did you look and see if others are submitting individual proposals with your sa... together it will ensure that you are in a panel with others in the same theme, s...

Step 6: Enter paper title and abstract Information and click 'Accept and Continue' when finished.
Note: The paper title must be in mixed case (not all caps) and must be under 25 words, and the description must be under 250.

Step 7: You should automatically be the selected author of your paper and should be a 'Author'. To find co-authors of the paper, write their last names (or part of it) on the box and click on "search for author" (Step I), look for the co-author under his/her last name and select 'Add Author' close to the name (Step II). When completed, click on 'Accept and Continue' (Step III).

Note: If you do not find your co-author(s) in the list, this is due to their not being current LASA members. Please ask your co-author to pay the membership dues. After having paid you will then need to edit your proposal before the deadline to include them.

Add/Search for Author by Last Name

To add a co-author, you must search the conference database by entering his/her **last name** in the search box. Matches will appear in the table below. You may then add him/her from that table.

Last Name Pereyra
Search for Author → Step I

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Step III → Accept and Continue

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name. Continue this process until you have searched and added all of your co-Authors. If the Author you wish to add to your paper does not appear in your search results, they need to become LASA members for 2018. They will then need to follow the steps described in the submission guidelines on the LASA webpage. Please review.

# Person	Email Address	Affiliation	Action
1 Pereyra, Diego L.	dsperoyra@sociales.uba.ar	Instituto Gino Germani	Add Author
2 Pereyra Borden, Roberto A.	rpborden@hotmail.com	IADC	Add Author
3 Pereyra-Rojas, Milagros	milagros@pitt.edu	Latin American Studies Association	Add Author → Step II

Step 8: Review the information, edit as necessary, and then click on 'Accept and Continue'.

You have now submitted an Individual Paper proposal for LASA2019. You will receive a message confirmation on your screen and an email confirmation on your submission. If you do not receive an email, please contact lasa@pitt.edu **to verify the submission went through before September 6, 2018 at 17:00 hrs. EDT.**

Thank you for your interest in LASA2019!