

# LASA2021 Submission Instructions for Individual Proposals

Online Submission Deadline: September 7, 2020, 17:00 hrs, EDT.

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## What is an individual paper proposal?

Individuals can submit an individual paper proposal. Individual proposals are evaluated by the chair of each track, and if they are accepted, the chair combines them with other similar ones to create a panel. Therefore, it is better if you find colleagues who would like to present papers with the same topic as yours and build a panel to be evaluated.

Before you begin, please note:

Did you look at <https://members.lasaweb.org/prot/papermatch/> and see if others are submitting individual proposals with your same theme? Together with other colleagues (minimum three and maximum five) 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.

- All individual paper submitters (including co-authors) **MUST** be current LASA members. Membership must be renewed by the deadline of **September 7, 2020, 17:00 hrs, EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2021/important-dates/>
- If a name does not appear in the proposal system, it is because that person is not a current LASA member. Please ask him/her to join or renew his/her LASA membership: <https://lasaweb.org/en/join/>
- No You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When 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 the proposal until the deadline of **September 7, 2020, 17:00 hrs, EDT**.

# Instructions for Submitting an Individual Paper Proposal for LASA2021

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2021/proposals/>. Select **“Submit a proposal”** and enter your LASA member ID and password.

## Proposal Submission

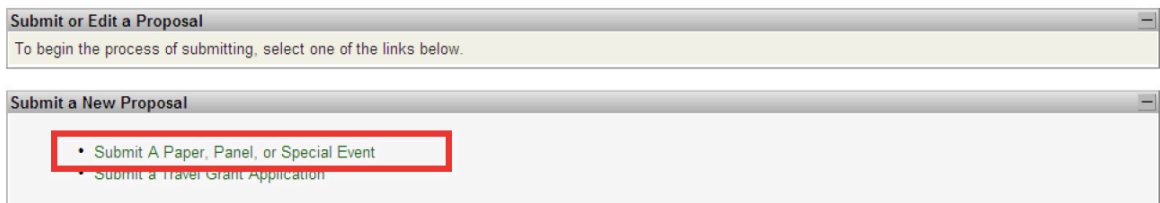
### Proposal Submission

- [Call for papers](#)
- [Submission rules](#)
- [Submission instructions](#)
- [Paper Match](#)
- [Submit a proposal](#)

**Step 2:** Select **“Submit or Edit a Proposal”**.

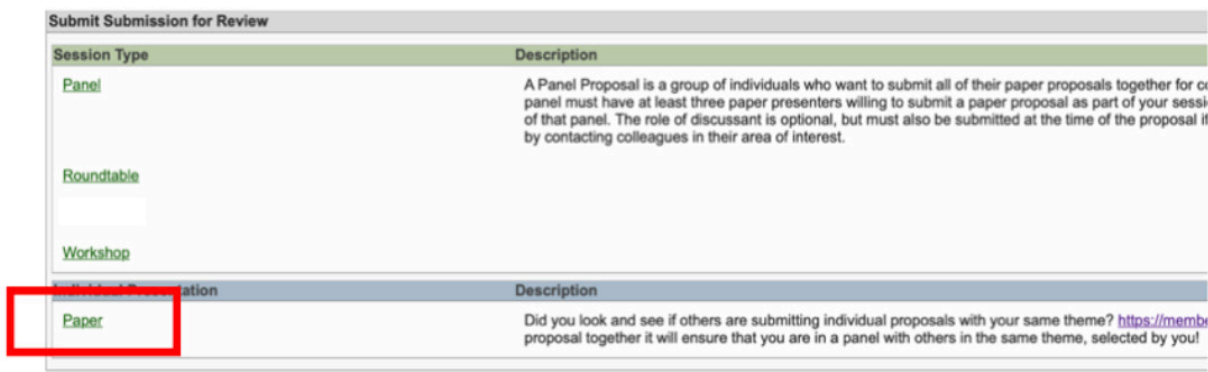


**Step 3:** Select **“Submit A Paper, Panel, or Special Event”**.



**Step 4:** Select the program track for your paper.

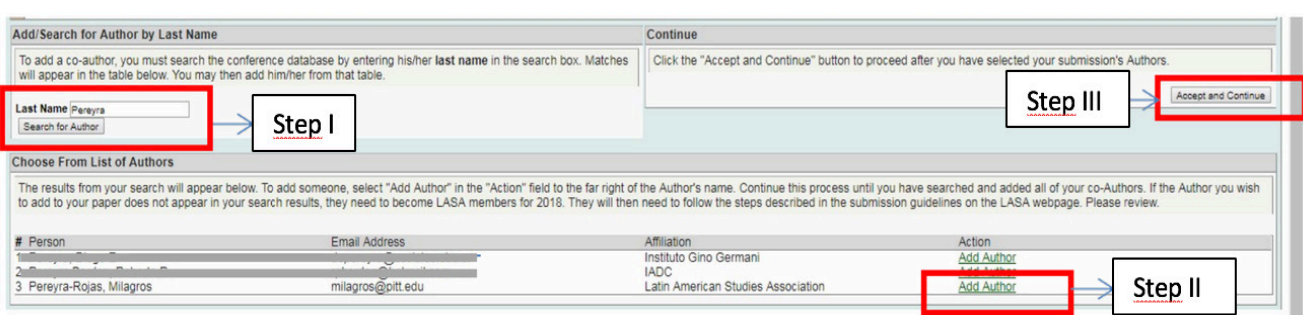
**Step 5:** Under **“Individual Presentation”** select **“Paper”**.



**Step 6:** Enter paper title and abstract Information and click “Accept and Continue” when finished. 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 because they are not current LASA members. Please ask your co-author to pay the membership dues. After having paid, you will then need to edit your proposal to include them before the deadline **September 7, 2020, 17:00 hrs, EDT.**



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

**You have now submitted an individual paper proposal for LASA2021.** 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@lasaweb.org](mailto:lasa@lasaweb.org) to verify the submission went through before **September 7, 2020, 17:00 hrs, EDT.**

Thank you for your interest in LASA2021!

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