

# LASA2025 Submission Instructions for Individual Proposals

Online Submission Deadline: September 9, 2024, 17:00 hrs, ET.

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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.
- To submit an individual proposal, the LASA membership or *All Access* subscription of the individual submitter and co-author(s) must expire after **September 9, 2024, 17:00 hrs, ET**. For other key dates, please visit: <https://lasaweb.org/en/lasa2025/important-dates/>
- If someone is not appearing in the proposal system, it is because their membership or *All Access* subscription expires on or before September 9, 2024. Please ask them to join or renew their LASA membership or *All Access* subscription using the following link: <https://members.lasaweb.org/jru/>
- You will not be able to save a proposal in the system to continue working on it later. You must first submit the proposal before you can edit it. Once successfully submitted, you will see a confirmation message on your screen and receive an email. You can edit the proposal until the deadline of **September 9, 2024, 17:00 hrs, ET**.

## Steps for Submitting an Individual Paper Proposal

**Step 1:** Click on the link <https://lasaweb.org/en/lasa2025/proposals/>. Select **Submit a proposal** and enter your LASA member ID and password.

**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 the paper title and abstract information, then click **Accept and Continue** when finished. The paper title should be in mixed case (not all caps) and must be under 25 words. The abstract must be under 250 words.

**Step 7:** You should automatically be listed as the **Author** of your paper. To add co-authors, enter their last names (or part of it) in the box and click on **Search for Author**. Find the co-author under their last name and select **Add Author** next to their name. When completed, click on **Accept and Continue**.

Note: If you do not find your co-author(s) in the list, it is because their membership or *All Access* subscription expires before september 9, 2024. Please ask them to join or renew their LASA membership or *All Access* subscription using the following link: <https://members.lasaweb.org/jru/>. After they have renewed, you will need to edit your proposal to include them before the deadline on **September 9, 2024, 17:00 hrs, ET**.

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

You have now submitted an individual paper proposal for LASA2025. You will receive a message confirmation on your screen and a confirmation email for your submission. If you do not receive an email, please contact [lasa@lasaweb.org](mailto:lasa@lasaweb.org) to verify that your submission was received before **September 9, 2024, at 17:00 hrs, ET**.

Thank you for your interest in LASA2025!

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**2025**