Submission Instructions - Individual
Online Submission Deadline: September 6, 2018

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’:

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.  
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.

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!