



Submission Instructions for Individual Proposals
Online Submission Deadline:
September 5, 2019, 17:00 EDT.

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. Otherwise, the track chairs will decide how to group together the different individual proposals based on similar themes.

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 5, 2019, 17:00 EDT**. For other key dates, please visit: <https://lasaweb.org/en/lasa2020/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/>
- 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 5, 2019, 17:00 EDT**.

Below you will find the instructions for submitting an individual paper proposal for LASA2020.



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Step 1: Click on the link <https://lasaweb.org/en/lasa2020/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”.

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”.

Submit Submission for Review

| Session Type | Description |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Panel | A Panel Proposal is a group of individuals who want to submit all of their paper proposals together for a panel must have at least three paper presenters willing to submit a paper proposal as part of your session of that panel. The role of discussant is optional, but must also be submitted at the time of the proposal if by contacting colleagues in their area of interest. |
| Roundtable | |
| Symposium | |
| Workshop | |
| Individual Presentation | |
| Paper | Did you look and see if others are submitting individual proposals with your same theme? https://members.lasa.org/submit-proposal proposal together it will ensure that you are in a panel with others in the same theme, selected by you! |



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 5, 2019, 17:00 EDT.**

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:
Search for Author

Continue

Click the “Accept and Continue” button to proceed after you have selected your submission’s Authors.

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 E. | depereyra@social.cuadajara.mx | Instituto Gino Germani | Add Author |
| 2 | Pereyra-Bordon, Roberto R. | rbordon@hotmail.com | IADC | Add Author |
| 3 | Pereyra-Rojas, Milagros | milagros@pitt.edu | Latin American Studies Association | Add Author |

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

You have now submitted an individual paper proposal for LASA2020. 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 to verify the submission went through before **September 5, 2019, 17:00 EDT.**

Thank you for your interest in LASA2020!