LASA2024 Submission Instructions for Individual Proposals

Online Submission Deadline: September 15, 2023

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* of the individual submitter and co-author(s) must expire after **September 15**, **2023**. For other key dates, please visit: https://lasaweb. org/en/lasa2024/important-dates/

• If someone is not appearing in the proposal system, it is because his/her membership or *All Access* expires on or before **September 15**, **2023**. Please ask him/her to join or renew his/her LASA membership or *All Access* using the following link: https://members.lasaweb.org/jru/

• 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 15**, **2023**, **17:00 hrs**, **ET**.

Steps for Submitting an Individual Paper Proposal

Step 1: Click on the link https://lasaweb.org/en/lasa2024/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 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 words.

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

Note: If someone is not appearing in the proposal system, it is because his/her membership or *All Access* expires on or before **September 15, 2023**. Please ask him/her to join or renew his/her LASA membership or *All Access* using the following link: https://members.lasaweb.org/jru/. After having paid, you will then need to edit your proposal to include them before the deadline **September 15, 2023**, **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 LASA2024. 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 15, 2023**, **17:00 hrs**, **ET**.

Thank you for your interest in LASA2024!