GUIDELINES FOR 2019 CONFERENCE PROPOSALS

Part I. Guidelines for Proposing a Paper, Panel, Roundtable, or Panel Stream

Titled Papers

Any AATSEEL member may submit a paper proposal to the conference. A complete paper proposal consists of:

- the author's contact information (name, affiliation, postal address, phone number and email)
- paper title
- an abstract
- desired panel placement (if known)
- equipment request (e.g., LCD, see AATSEEL's equipment policy for details)

Abstracts should be no more than 300 words, including text and bibliography.

The Program Committee no longer permits the use of footnotes. Please make any necessary references parenthetically through a bibliography. Please follow discipline appropriate guidelines in preparing bibliographies. For example, the citation in the text might be (Ivanov), (Ivanov 1996), or (Ivanov 1996: 53–54) and the bibliography would have the full citation. Data, examples and text in non-Slavic and non-Western languages should be glossed. The abstract text should not contain first-person references to its author(s).

The Program Committee will return abstracts that exceed the word limits or contain footnotes to authors for resubmission. Resubmitted abstracts must be received by the deadline (April 15 or July 1) if they are to be reviewed in that round.

Organized "Whole" Panels, Refereeing and Revision

Panel chairs or organizers are encouraged to shape their own complete panels and to submit paper proposals with abstracts from all authors on the panel as a group. In that case, the Program Committee will submit the set of abstracts to double-blind peer reviewers as a unit. Referees will consider each abstract on its own merits within the context of the intended panel. Submission of a paper proposal to a panel chair alone does NOT constitute submission to the conference; the abstract author should verify whether the panel organizer/chair intends to submit abstracts as a group. If the organizer/chair is not submitting the abstracts as a group, the author should submit the abstract directly and indicate the name of the proposed panel.

Authors or panel organizers must submit abstracts by the deadline for peer review in order to be included in the conference. Please note that the April 15 deadline allows for resubmission of abstracts rated "revise and resubmit." The July 1 deadline does not allow for that option: during that second round, reviewers are instructed to rate abstracts either "accept" or "decline," with no possibility for revision and resubmission.

Authors may revise an abstract rated "accept" in either round, in order to take reviewers' comments into account or to make corrections. For the revised version to be published on the AATSEEL web site and in the program book, you must submit the

revised abstract to the appropriate Program Committee contact person by September 30. The revisions may not be so major as to alter the focus of the abstract that passed review.

All accepted abstracts included in the conference will be published in the program book and on the AATSEEL web site.

Preformed Panels

In addition to the whole panel option, organizers may submit proposals for a panel without including individual abstracts until the panel has been accepted. In this case, a description must be provided of the panel as a whole, as well as a list of the proposed individual paper titles (including contact information for each author). The proposal will be evaluated based on the promise of the individual topics, as well as the cohesion of the panel. If the panel is accepted, the organizer must collect individual abstracts from each panelist by November 1. This format allows the panelists to wait until the proposal has been accepted to submit their abstracts.

Roundtables and Fora

Any AATSEEL member may submit a round table or forum proposal to the conference. A complete roundtable or forum proposal consists of:

- the organizer's contact information (name, affiliation, postal address, phone number and email)
- session title
- participant list with contact information
- equipment request (e.g., LCD, see AATSEEL's equipment policy for details)
- brief statement about the topic and purpose of the session

Choice of Format: Panel vs. Roundtable vs. Forum

A panel is a session where the presenters give titled papers. The topics of panels are usually very broad (e.g., Tolstoy, Russian Romanticism, Exile in Literature, Literature and Music, etc.) and the titled paper with abstract tells the prospective audience what aspect(s) of the general topic an individual paper will address. Each paper is to a great extent independent, and may or may not contribute specifically to a single developed discussion of the topic.

The roundtable format is used for discussion of a more specific and cohesive topic. All the presenters are addressing that topic and should, to a large extent, be interacting with each other in shedding light on the topic. Because roundtables focus on a specific topic, the presentations by participants do not have separate titles. AATSEEL does not require an abstract for each roundtable participant, but the roundtable organizer should provide a brief description of the intended discussion for the roundtable as a whole, to set the context for both the speakers and the audience. The roundtable organizer is responsible for soliciting the participants, and should submit them (name, affiliation, email) as a formed roundtable to the Program Committee Chair along with the request for the round table and the description of the intended discussion.

Roundtables are less formal than panels. Initial roundtable presentations are generally shorter than papers (about 10 min. per person). Then the speakers engage in discussion with each other, and the audience is usually invited to engage more directly than at panels. A roundtable is more of an open conversation: speakers come with their own

insights and points of view, but not necessarily with a topic to analyze or a thesis to defend.

The session format also differs between roundtables and panels. Roundtables may have from three to six participants, plus a chair. AATSEEL does not have specific rules prohibiting panels/roundtables on which all the participants are from one institution. The program committee, however, strongly encourages organizers to have a mix of perspectives and to provide for a broadened appeal, which is often accomplished by having scholars from a variety of institutions/institutional types.

Forum is the appropriate venue for authors to present and discuss their own textbooks and other publications. Authors of instructional materials should write to the contact person for Pedagogy and Second Language Acquisition to secure inclusion in the conference program. Proposals for Fora on Instructional Materials should be finalized by July 1. Participants in a forum may include the author(s), user(s) of the materials, or representative(s) of the publisher.

Panel Streams

Panel streams are designed to promote greater cohesion among conference panels and foster a broader dialogue throughout the conference. The result can be a series of mini-conferences within the framework of our larger conference. **All conference attendees are welcome to attend stream panels, but participants in a stream are strongly encouraged to attend all of the panels in their stream**.

Stream topic proposals should consist of a 200-word abstract describing the stream as a whole and a list of 4-6 potential participants (you need not yet have firm commitments from them) and should indicate whether you prefer a 2 or 3 panel stream. These should be sent via email to the Program Committee Chair, Jon Stone (jon.stone@fandm.edu), by **March 1, 2018**. You will be notified of the committee's decision by March 15. We anticipate having 10-12 streams in 2019.

Individual paper proposals as well as pre-formed panel and roundtable proposals will continue to be accepted, as usual, exclusively through the AATSEEL website (the April 15 and July 1 deadlines remain the same).

- What is a panel stream?
- 2-3 thematically connected panels or roundtables (with 8-12 total participants in the stream). They will be listed in the conference program with the same panel title (subtitles can be used to distinguish the focus of the individual panels) and be scheduled during dedicated stream sessions.

- What topics are eligible for panel streams?
- Any area that is typically part of the AATSEEL conference can be proposed as a stream topic (eg. second language acquisition and pedagogy, literature, film, linguistics, culture, media studies, theory, etc.). Keep in mind that the stream topic should be capacious enough to suit 10-12 participants' presentations. The Program Committee will work to ensure a diverse blend of stream topics so we encourage all AATSEEL members to consider proposing a topic.

- What is the role of the stream organizer?
- The organizer(s) must submit a topic proposal, help recruit participants, **serve as a reviewer of individual abstracts submitted for the stream**, and help to arrange the panel format and organization.

- How can the panels be organized?
- We encourage diversity and flexibility in constructing the panels. They can be structured as traditional paper panels or roundtables or they can diverge from those formats. Possible alternatives include structuring the stream as a response to a single scholarly work or devoting one stream panel to a single "keynote" speaker with the other panels devoted to responses to the speaker.

- What will the makeup of panel participants be?

The streams must be composed of a variety of generations of scholars (ie. graduate students, contingent faculty, K-12 teachers, junior faculty, advanced scholars). The stream organizer may invite up to half of the total stream participants. The remainder of the stream will consist of participants who submit abstracts to the Program Committee.

Submission of Proposals

Consult the updated webpage for details. Deadlines for submission will remain the same as in previous years. **All proposals must be submitted through the webpage. Emailed proposals will not be accepted.**

Part II. Participants, AATSEEL Membership and Conference Preregistration

Multiple Participation

As of 2011, there is no longer a limit to how many times a member can appear on the program. Participants are limited to one single-authored paper; however, a member pre-senting a single-authored paper may also present a co-authored paper, as long as at least one additional co-author is registered and present at the conference (in other words, as long as the second paper results in registration for and attendance at the conference by an additional person).

Participant Attendance

Agreeing to appear in the conference program <u>constitutes an obligation to attend the con-ference and participate in person</u>. Late withdrawals other than for emergency reasons will be subject to administrative review, and may result in exclusion from future conference programs. Because of the importance of discussion and feedback in the conference, papers will not be read by others for absentee panelists. Accepted papers may be carried over to the next year's conference at the discretion of the Program Committee Chair.

AATSEEL Membership and Conference Preregistration

In conformity with AATSEEL's bylaws, all conference participants must be members of AATSEEL in good standing and must preregister for the conference by December 15, 2018. In particular:

1. AATSEEL Membership: Notification of acceptance of abstracts will be sent only to AATSEEL members in good standing.
2. Conference Registration: Conference participants who have not preregistered by December 15, 2018 will be deleted from the conference program.
3. Exceptions to Membership Requirement: Non-North-American scholars and non-Slavists may apply to the Executive Director, Elizabeth Durst <aatseel@usc.edu>, for exemption from the membership requirement, which will be determined on an individual basis. Please request exemption from the membership requirement when you submit your abstract, so as not to delay acceptance.
4. Exemptions to Conference Registration: Colleagues from Eastern Europe and the former Soviet Union for whom the conference cost would prove a significant financial hardship may apply for exemption from the registration requirement, which will be determined on an individual basis. Please request exemption from the registration requirement when you submit your abstract, so as to avoid being excluded from the program for failure to register. In addition, poets participating in the Poetry Reading who are not Slavists and are not taking part elsewhere in the program are exempt from the conference registration requirement, as well as the AATSEEL membership requirement. Graduate students who are willing to volunteer for a total of four hours at the conference may have their registration fee waived. A call for volunteers is usually issued a month before the conference.

Part III. General Guidelines for Writing an Abstract

The goal of the review process is not to adjudicate a competition for a limited number of slots, but, rather, to ensure that all papers presented meet minimum professional standards and reflect careful preparation in advance. The peer review is intended to be as objective and inclusive as possible. Division heads, who are responsible for review procedures, will try to achieve the widest possible representation of the membership with respect to disciplinary subdivision, school of thought or type of approach, seniority, geography, and type of institution or affiliation. The review process will be applied uniformly to all prospective conference participants.

An abstract should briefly present a hypothesis and outline the author's plan for defending that hypothesis. An ideal abstract, like a good paper, should identify a problem (linguistic, pedagogical, literary, historical, or cultural) that needs solving or present a hypothesis that sheds light on the interpretation of a text or body of texts. (A text need not be strictly "literary" and could be, for example, a work in film, television, painting, music, or other arts and media.) A paper may identify a new problem and propose a solution, or may identify a complete or partial solution to an existing problem. Alternatively, a paper might indicate that a generally held view has unrecognized shortcomings, without necessarily proposing a comprehensive analysis to replace the received wisdom. Some papers, especially in pedagogy, may provide critical descriptions and analyses of existing, innovative, or proposed methods and materials used in teaching language, literature, or culture. Papers in literature may propose a new analysis of a text, offer a new application of an established critical theory or theories of textual analysis or interpretation, or present a new theory of textual interpretation. Papers in culture may include analyses of texts in a variety of "high" and popular arts and media or broader historical, societal, or cultural studies. Abstracts on interdisciplinary topics are welcome. If your proposed paper makes

use of a particular methodology or theoretical framework, it is important to state this clearly; a reference as brief as "relying on approach X," "applying the principles of Y," "analyzing the problem within a Z framework," or "I am approaching the problem from the point of view of A and B's theory of Q" is sufficient.

Naturally, the further your work has progressed, the better your abstract is likely to be. Ideally, you will summarize work that is already completed, but this is not required, or even expected. More likely, you will have the outline of your analysis in mind, but will not have worked out all the details; this is also legitimate. However, if you have merely identified a problem you would like to examine when you get a chance, on which you have not yet conducted any research, it will be difficult to represent it convincingly. The Program Committee will be given the authority to reject largely hypothetical papers.

DEADLINES: AATSEEL 2019 ANNUAL MEETING (NEW ORLEANS)

February 15, 2018   **Call for Papers for the 2019 Conference** will appear on the AATSEEL web site.

March 1, 2018   **Panel Stream topic proposal deadline** (sent via email to the Program Committee Chair).

April 15, 2018   **First abstract deadline.** Consult AATSEEL webpage for the exact submission procedures.

May 31, 2018   **Notification from April Round**. Program Committee notifies authors about first-round abstract review. Notification will be sent only to AATSEEL members in good standing and those whose requests for exemption from the membership requirement have been approved.

July 1, 2018   **Second abstract deadline.**

Equipment request deadline.

Deadline for submission of rosters for Roundtables.

Deadline for submission of rosters for Fora on Instructional Materials

August 15, 2018   **Notification from July Round.** Program Committee notifies authors about second-round abstract review. Notification will be

sent only to AATSEEL members in good standing and those whose requests for exemption from the membership requirement have been approved.

November 1, 2018 **Deadline for submission of individual abstracts for preformed panels**

November 15, 2018 **Full Preliminary Conference Program** will be published in the AATSEEL web site

December 15, 2018 **Preregistration deadline for conference participants.** All conference participants who have not received a registration waiver must preregister for the conference by this date. **Presenters who have not preregistered will be deleted from the program.**

Deadline for organizers of preformed panels to submit individual abstracts. Any abstracts that are not received by this date may be excluded from the program.

January 15, 2019 **Online Conference Preregistration Closes**. After this date conference attendees will need to register (at higher costs!) at the conference.