

Quick Guide for Paper Proposals

Navigating the Call for Papers

The Call for Papers on the Congress website (wmich.edu/medievalcongress/call) includes all Sponsored and Special Sessions approved by the Program Committee. The Sponsored Sessions are listed alphabetically by the name of the principal or sole sponsoring organization. The Special Sessions follow, listed alphabetically by session title.

Click the button on the Congress website to access the official Confex portal. Proposals *must* be submitted via the Confex portal in order to be considered. Sessions are listed alphabetically by title here.

You are invited to make **one paper proposal** to **one session of papers**. This may be to one of the Sponsored or Special Sessions, OR to the General Sessions. General Sessions are organized by the Program Committee in Kalamazoo, with individual session topics determined by the topics of paper proposals submitted and accepted. Any paper proposal not selected for inclusion in a Sponsored or Special Session is automatically considered for General Sessions, unless the author requests otherwise.

Proposal Requirements

Paper proposals require the author's name, affiliation and contact information; a title and an abstract (300 words) for consideration by session organizer(s); and a short description (50 words) that may be made public, if the proposal is accepted.

Submitting Your Proposal

Locate the session you are interested in on the Confex portal and click "Begin a Submission." You will see a list of steps in the top navigation bar:

Title > Author > Abstract Text > Description > Confirmation

Enter Title and Presentation Information

Enter the title of the proposed paper, your name and email address, and answer questions about the paper. You will be asked to confirm that you will respect the time limit for your paper, indicate whether you would like to place any restrictions on sharing your paper on social media, and state whether you are willing to have your paper recorded. In the case of multi-authored papers, you are understood to be speaking for all authors in answering these questions.

Once you have completed this step, you will receive an email message from Confex confirming that you have initiated a submission. That message includes an exclusive link through which you can return to complete, withdraw, or modify the submission until the deadline of September 15.

Enter the Author(s)

The next tab asks you to search the database for paper author(s) by entering their email address. If the paper author is in our database, please select their preexisting record, even if they have changed affiliation or moved. You can verify their information and make any necessary updates by clicking “Select and Edit.” If this is a multi-authored paper, click “Add New Person” and repeat the process.

Enter the Abstract Text

After all authors have been added, enter your abstract (300 words). This will allow session organizer(s) to evaluate its quality and appropriateness to the session.

Enter Short Description

Next, enter a brief description of the paper (50 words). This will appear on the meeting site, should your paper be accepted.

Confirmation

Look over your submission one more time to make sure all is complete, then scroll down to the bottom of the page and click “Conclude Submission.”

Once you have completed this step, you will receive an email message from Confex confirming that your submission is complete. That message includes an exclusive link through which you can return to withdraw or modify the submission until the deadline of September 15.

Withdrawing a Submission

You can withdraw a partial or complete submission by choosing “Withdraw” from the left navigation bar. If you do not see it, click the three horizontal lines in the upper left corner of your screen to reveal the left navigation bar.

Notification

Notification of acceptance and rejection of papers proposed for Sponsored and Special Sessions is made by the Medieval Institute in October, and you may also receive notification directly from a session’s organizer. Notification of acceptance and rejection of sessions considered for General Sessions (including those that were originally transferred from Sponsored and Special Sessions) is made in December.

Questions? medieval-institute@wmich.edu