



**WESTERN MICHIGAN UNIVERSITY**

Medieval Institute

**International Congress  
on Medieval Studies**

## **Quick Guide for Paper Proposals**

### **Navigating the Call for Papers**

The Call for Papers on the Congress website ([wmich.edu/medievalcongress/call](http://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, and the Special Sessions follow alphabetically by session title.

Click the button on the Congress Call for Papers web page to access the Confex call for papers portal. There, all approved sessions of papers, roundtables, and panel discussions are grouped by format, and the sessions are often more fully described. We suggest that you reach out to the session's Contact Person if you are interested in learning more about a session's focus or probable receptibility to your planned proposal.

You are invited to make **one paper proposal** to **one session of papers**: that might be to one of the Sponsored or Special Sessions listed in Confex under Sessions of Papers OR to General Sessions. If you want to make a paper proposal to a Sponsored or Special Session listed in the call for papers, you need to find the session under Sessions of Papers. If you want to make a proposal to be considered for General Sessions, you need to choose General Sessions from the options on the landing page of the Confex call for papers. A paper proposal not selected for inclusion in a Sponsored or Special Session is automatically considered for General Sessions, unless the author explicitly requests that it not.

### **The Proposal**

Paper proposals comprise the proposed paper's title; answers to questions about social media and live recording; name, affiliation and contact information for author(s); an abstract (300 words) for consideration by session organizer(s); and a short description (50 words) for public view on the meeting site, should the proposal be accepted.

### **Top Navigation**

Having chosen Begin a Submission, you will see the steps involved in completing a submission articulated 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, some of which are optional. Required are a confirmation that you will respect the time limit imposed by the session organizer(s) and an indication of whether or not you are willing to have your contribution recorded and made available to Congress registrants for a two-week period immediately following the Congress's live events. You should also indicate whether you want to place any restrictions on sharing your paper on social media. 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)**

You will be prompted to search the database for author(s). If there is a record for the person (and there will be, if the person attended the 2021 Congress), please choose that record, even if the person has changed affiliation or moved. Having chosen that record, please make sure affiliation and email and postal contact information are up-to-date. If necessary, please update the data in the existing record; please do not create a new person record or a new address record.

## **Enter the Abstract Text**

Enter the text of an abstract of your proposed paper (300-word limit) that will allow session organizer(s) to evaluate its quality and appropriateness to the session.

## **Enter Short Description**

Enter a brief description of the paper (50-word limit). This will appear on the meeting site, should your paper be accepted.

## **Confirmation**

You will have a chance to look over the submission to make sure all is complete.

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 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. If you do not see the left navigation bar, click on the "hamburger" (three horizontal lines) at the upper left.

## **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 not selected for Sponsored and Special Sessions) is made in December.