

# Call for Papers Frequently Asked Questions

## 2010 PROGRAM PARTICIPATION SCHEDULE

Deadline for submission of papers/abstracts to session organizers or the Program Committee Chair	January 31, 2010
Session organizers <b>must accept or refer</b> all papers/abstracts by	February 15, 2010
Session/paper titles and contact information for each author must be in the Administrative Office by	March 1, 2010
Program Committee makes final placement of referred papers and participants are notified by	April 15, 2010
Preliminary programs will be distributed to all <b>current</b> members via e-mail by	May 10, 2010
<b>2010 Annual Meeting, Sheraton Atlanta Hotel, Atlanta, GA</b>	<b>August 13-15, 2010</b>
Deadline for names of session organizers for the 2011 Annual Meeting	September 17, 2010

- **How do I submit my paper or extended abstract to SSSP?**  
Papers or extended abstracts (2-3 page summary of your intended presentation) for presentations **MUST** be submitted via our online submission cover sheet, <http://www.sssp1.org/index.cfm/m/374>, to session organizers no later than midnight (EST) on January 31, 2010.
- **Can I submit an individually-proposed session?**  
No, due to limited meeting space, the Program Committee will not be accepting individually-proposed sessions.
- **What does it mean to submit to a “Papers in the Round” session?**  
These roundtable sessions will consist of 4 paper presentations with an established scholar serving as discussant. An added bonus to this format is that there will be more focused discussion devoted to the presentations.
- **How do I get instructions or more information on the online submission cover sheet process?**  
Instructions are provided on each screen to complete the 2010 Annual Meeting Submission Cover Sheet process. If you need more information or help with this process, please refer to this FAQ document or contact the Administrative Office at [sssp@utk.edu](mailto:sssp@utk.edu).
- **How do I get more information on the 2010 Annual Meeting Program?**  
All questions relating to the program should be directed to Glenn W. Muschert by e-mail at [muschegw@muohio.edu](mailto:muschegw@muohio.edu). When sending an e-mail, please place SSSP in the subject line.
- **What is the deadline to submit a paper or extended abstract?**  
All papers must be submitted by midnight (EST) on January 31, 2010 in order to be considered for the 2010 Annual Meeting.
- **Can I submit my paper/abstract more than once to different session organizers?**  
Do not submit the same paper or abstract more than once. If your submission is **NOT** accepted, you will receive an automated e-mail and your information will be forwarded to the 2<sup>nd</sup> choice organizer that you selected on the submission cover sheet. **ONLY ONE SOLE-AUTHORSHIP PAPER IS PERMITTED PER PARTICIPANT** (without an accompanying co-authored paper), but additional co-authored papers may be submitted.
- **How many sole-authored papers can I submit?**  
A person may appear in the program as sole author only once unless he or she is a student paper competition winner. Student paper competition winners may appear in the program as sole author twice.

- **How many co-authored papers or extended abstracts can I submit?**  
There is no limit.
- **Is there a requirement for the length of a paper or extended abstract?**  
No, there is neither a minimum requirement nor a maximum limit.
- **If I abort the submission process before submitting, is the information I have entered saved, or will I have to start over again?**  
You have the option to save information you enter without submitting and return at a later date to edit your paper and author information and complete the submission. However, all papers must be submitted by midnight (EST) on January 31, 2010 in order to be considered.
- **What if I cannot find an appropriate session for my paper or extended abstract?**  
Look through the Call for Paper sessions on the 2010 Annual Meeting Submission Cover Sheet process and choose a 1<sup>st</sup> choice session for the closest fit for your paper/extended abstract and then choose a 2<sup>nd</sup> choice sessions for the next closest fit for your paper/extended abstract. If you cannot find two suitable sessions for your paper/extended abstract, the Program Committee may be able to place your presentation in the annual program; you may send your submission electronically via our online submission cover sheet to Glenn W. Muschert, Program Committee Chair.
- **What if my 1<sup>st</sup> choice and 2<sup>nd</sup> choice sessions have already been assigned the maximum number of papers when I submit?**  
No papers/extended abstracts will be assigned until after the submission process deadline on midnight (EST) on January 31, 2010.
- **When will I be notified if my paper or extended abstract was accepted?**  
The Program Committee Chair makes final placement of referred papers, and all participants are notified by April 15.
- **What happens if my paper/extended abstract is not accepted by my 1<sup>st</sup> choice session organizer?**  
If your submission is **NOT** accepted, the 1<sup>st</sup> choice session organizer will forward your information to the 2<sup>nd</sup> choice organizer listed on the submission cover sheet.
- **What happens if my paper/extended abstract is not accepted by my 2<sup>nd</sup> choice session organizer?**  
If your submission is **NOT** accepted, the 2<sup>nd</sup> choice session organizer will forward your information to Glenn W. Muschert, Program Committee Chair who may be able to place your paper/extended abstract.
- **Can I submit a paper or extended abstract if I am not currently a member of SSSP?**  
Yes. However, acceptance of papers is contingent upon being a current member and pre-registering for the annual meeting. All participants (except individuals from community, labor, and comparable organizations working on social problems or social justice issues who have been invited to serve on a panel or to make a presentation) must be current members of the Society (you may join upon acceptance of your presentation) and must pre-register (paying the guest registration fee will not be accepted for program participants) for the annual meeting by May 31, 2010. Persons failing to pre-register will have their contributions deleted from the final program.
- **Which participants are eligible for an exemption from paying the pre-registration fees?**  
Exemptions will be granted for: A) Non-students who are unemployed and/or receiving monthly financial assistance to meet living expenses may request a waiver of registration fees to participate on the program. B) Individuals from community, labor, and comparable organizations working on social problems or social justice issues who have been invited to serve on a panel or to make a presentation. C) Non U.S. and non Canadian scholars who are from less advantaged countries. D) Co-authors of papers who will not be attending the meeting. One of the co-authors must be a paid registrant. Both co-authors must pay if both expect to attend the

meeting. E) Persons excused by direct request of the Program Committee Chair. Exemptions should be requested by May 31, 2010.

- **What are the pre-registration fees?**

Member Pre-Registration: \$125

Student/Unemployed/Emeritus Member Pre-Registration: \$30

Non-Member Pre-Registration (non-exempt presenters who do not wish to be members): \$190

Non-Member Student Pre-Registration (non-exempt student presenters who do not wish to be members): \$95

- **When can I register for the annual meeting?**

The registration form will be available in mid-late February 2010.

- **What if I need to make a change to my paper or extended abstract after I have submitted it?**

No changes can be made to a paper or extended abstract once it has been submitted. Please review your information carefully before submitting. Participants whose submission is accepted will have the opportunity to update the title and authors before the final program is printed.

- **How will I know if my paper was submitted successfully?**

The person submitting will receive an e-mail acknowledgement upon successful submission.

- **If my paper is accepted, can I choose the date/time I present on at the Annual Meeting?**

No, individual preferences for dates/times for presentations cannot be accommodated. Sessions will be assigned to a day of the conference that works best for the Program Committee, which is charged with ensuring the overall coherence of the program and maximizing the number of sessions and papers included in the program.

- **What happens if there are fewer than three papers in a session?**

The Program Committee reserves the right to redefine a session as a roundtable if there are fewer than three papers.

- **What equipment will be available in the meeting rooms?**

An LCD projector (laptop computer not included) and a screen will be available in each session – except for roundtable sessions. You will be responsible for bringing a laptop computer.

- **What if my paper is accepted, but due to unforeseen circumstances I am unable to attend the Annual Meeting?**

Registration fees will be refunded to persons who notify the Administrative Office ([sssp@utk.edu](mailto:sssp@utk.edu)) that they will not attend the annual meeting prior to July 15, 2010. Once the final program is printed and participant packets have been prepared, the cost of processing the participant has already occurred.

- **Who should I contact with questions?**

All questions relating to the program should be directed to Glenn W. Muschert, Program Committee Chair by e-mail at [muschegw@muohio.edu](mailto:muschegw@muohio.edu). When sending an e-mail, please place SSSP in the subject line.