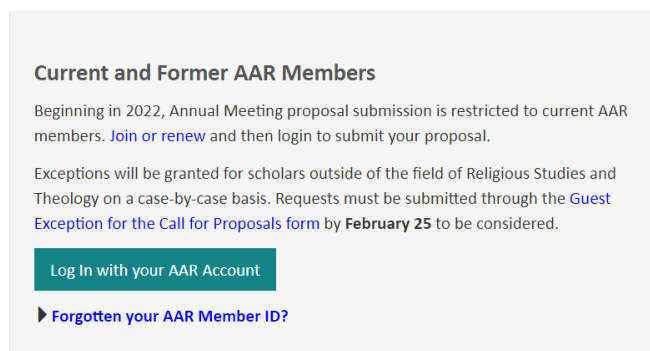# User Manual

TABLE OF CONTENTS

Contents

1. Introduction

Welcome to the AAR's Annual Meetings proposal submission site, which we call the Program Administration Proposal, Evaluation, Review, and Submission (PAPERS) System. This document will give you an overview of the process of submitting a proposal through the PAPERS system for both our online June sessions and the in-person Annual Meeting in November.

To use the PAPERS site, navigate to https://papers.aarweb.org. If you find that you still have questions or need support, email us at papers_support@aarweb.org, and we will do everything we can to help you.

2. Logging In

The first page you will come to is the log-in page. As of 2023, membership is no longer required to submit for the Annual Meeting. If you have had a membership with the AAR, please login using your AAR account. If you have not had a membership with or submitted to the AAR, please create a new account. You can renew your membership or join the AAR if your membership has lapsed and you'd like to renew before submission.

Current and Former AAR Members

Beginning in 2022, Annual Meeting proposal submission is restricted to current AAR members. Join or renew and then login to submit your proposal.

Exceptions will be granted for scholars outside of the field of Religious Studies and Theology on a case-by-case basis. Requests must be submitted through the Guest Exception for the Call for Proposals form by **February 25** to be considered.

Log In with your AAR Account

▶ **Forgotten your AAR Member ID?**

Click on the "Log In with your AAR Account" button, you will be taken to the AAR's main login page.

Here, you log in with your email address and your password. Then click the "Sign In" button to enter the PAPERS site.

USERNAME

annualmeeting@aarweb.org

PASSWORD

•••••••••••••

SIGN IN

Forgot username? | Forgot password?

3. Welcome Page

Once logged on to the site, you are directed to the **Welcome** page.

From here, you can navigate to a number of different resources by clicking on their respective buttons or tabs including

My Proposals – Where you can see your active proposals
PAPERS Instructions (PDF) – The document you're reading now
Program Units – A list filtered by only program units (use the "Type" filter to change this list
CFP and Submission Instructions – A summary of the instructions you're reading now
PUC Handbook – The handbook for Program Unit Chairs and Steering Committees

AMERICAN ACADEMY OF RELIGION | PAPERS

Search

My account   Log out

My Proposals   PAPERS Instructions (PDF)   Program Units   Call Instructions   Call for Proposals (PDF)   PUC Handbook

Home

Welcome

View   Edit

The PAPERS System is CLOSED for submissions.

| View the Call for Proposals in a Browsable PDF | View the Call for Specific AAR Program Units | General Questions about the Call for Proposals | Instructions on Submitting through the PAPERS System | View Your Proposals or Start a New Proposal |

4. Creating a Proposal

Carefully review the Call for Proposals for the AAR Program Units and Seminars here. Use the "Type" filter and search function to sort through program units, seminars, and related scholarly organizations (RSO). RSOs are affiliate organizations; their CFPs are not reviewed by the AAR Program Committee.

Each Program Unit creates their own call for proposals. Please review those that interest you carefully. Not all Program Units are participating in the online June sessions. A specific call for the online June sessions will be listed for the program units and seminars participating.

4.1 Choose Your Proposal Type

Once on the My Proposals page, you need to choose the type of proposal you wish to make. There are three types of proposals in PAPERS – Paper, Papers Session, or Roundtable Session.

- A **Paper Proposal** is a paper written by you, and perhaps co-authored by others. If a paper is accepted, the chairs will assign your paper to a session as they see fit.
- A **Papers Session Proposal** is a proposal for a complete session of different papers on a theme, complete with a presider, multiple papers, and (optionally) a respondent. A short abstract and a longer description is required for each paper in the session. Presenters in a Papers Session must send their proposals to the Papers Session organizer, who in turn is responsible for gathering all materials and inputting them into PAPERS.
- A **Roundtable Session Proposal** is a proposal of a complete session, including a presider, a list of panelists, and (optionally) a respondent, all of whom will speak (*ex temporé*) on a common theme.

Use the green buttons to make your selection of which type of proposal you will be submitting.

New Paper	A Paper Proposal is a paper written by you, and perhaps co-authored by others.
New Roundtable Session	A Roundtable Session Proposal is a proposal of a complete session, including a presider, a list of panelists, and (optionally) a respondent, all of whom will speak (ex tempore) on a common theme.
New Paper Session	A Papers Session Proposal is a proposal for a complete session of different papers on a theme, complete with a description and abstract for the session as a whole, a presider, multiple papers, and (optionally) a respondent. A short abstract and a longer description is required for each paper in the session. Presenters in a Papers Session must submit their proposals to the Papers Session organizer, who in turn is responsible for inputting them into PAPERS.

4.2 Choose Your Program Unit(s)

After selecting the type of proposal, you need to choose the program unit(s), seminar(s) or Related Scholarly Organization(s) you wish to submit to.

To select a group, begin typing the name or any keywords in the name, and then select the appropriate group from the dropdown menu that appears.

Create Paper

Program Units

You may also submit the proposal to a second group. **However, submitting to a second program unit counts as two proposal submissions, and you may submit no more than two proposals in response to the Call for Proposals, for both the online June sessions and in-person November meetings.** The guideline is that submitting the same proposal to two separate units or two different proposals to two different units counts as two proposals. Please select program units in the order of preference.

4.2.1 Submitting to Cosponsored Sessions

To submit to a **cosponsored session** listed in the Call for Proposals, begin typing the name of any of the sponsoring units, and select the correct cosponsored grouping from the dropdown menu. **Do not submit your proposal to each sponsor individually, as this will use up both of your allowed proposal submissions.**

Note: You CANNOT submit a proposal to both a co-sponsored session and one of its constituent sponsoring units

Program Units *

"COSPONSORED SESSION: Class, Religion, and Theology Unit and Religion and Ecology Unit and Religion and Food Unit (2439)"

Religion and Ecology Unit (2164)

or you will get this error:

• The co-sponsored program unit Class, Religion, and Theology Unit and Religion and Ecology Unit and Religion and Food Unit is being sponsored by Religion and Ecology Unit. You may not submit a proposal to both a co-sponsored program unit and the program unit sponsoring it. Please change or remove one of the submitted program units.

4.2.2 Submitting Special or Exploratory Sessions

To submit a **Special Session** or an **Exploratory Session**, begin typing "Special Session" or "Exploratory Session" in the Program Units section. Then select the appropriate choice from the dropdown menu.

Note: Special Sessions and Exploratory Sessions MUST be proposed as Roundtable Sessions or Paper Sessions. A Paper proposal will automatically rejected.

Program Units *

special

Special Session

Program Units

exploratory

Exploratory Session

4.3 Meeting Preference

Meeting Preference *

✓ – Select a value –
Online June Meeting
In Person November Meeting

☐ **Submit to Both Meetings**
Check if you are ok with your proposal being submitted to BOTH the Online June Meeting and the In Person November Meeting.

Choose your meeting preference for your proposal: Online June Meeting or In-person November Meeting. Please note that not all Program Units are participating in the Online June Sessions.

If you want your proposal considered for either meeting, first choose your preferred meeting from the dropdown menu and check the box: "Submit to Both Meetings." This will not count as two submissions. It is a way to notify program unit chairs that you are willing to present in either meeting.

6

4.4 Proposal Title, Description, and Abstract

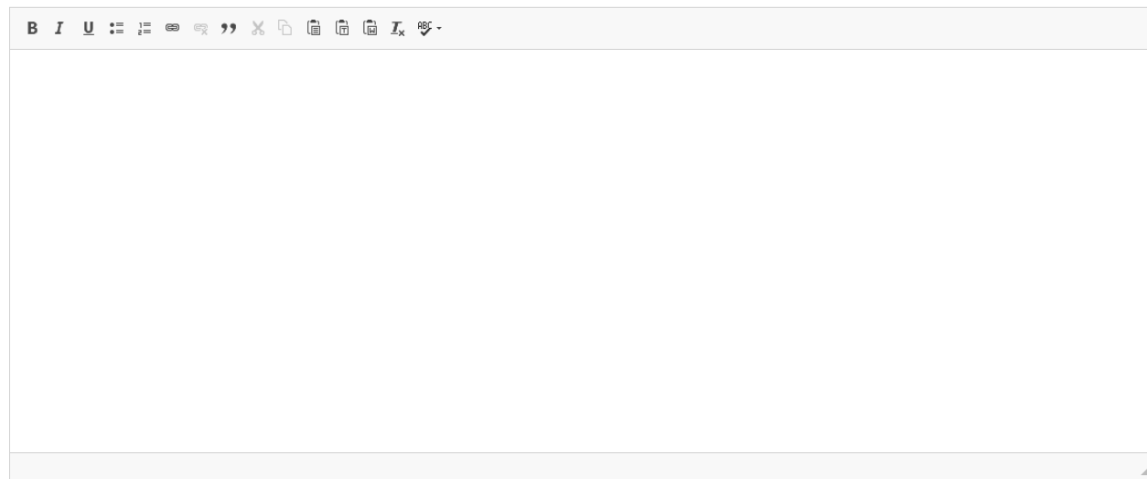You will need to provide the title, description, and abstract of your proposal.

First, you will need to provide the title of your proposal.

Paper Title *

Next, you will need to fill in the proposal description. Within the proposal description, you have up to 1000 words to make the case for your paper, roundtable, or papers session proposal. This is the information that the Program Unit Steering Committee(s) will use to judge your proposal. **Please do not include identifying information in the text of your submission.** Doing so will compromise any anonymous-review process and may jeopardize the acceptance of your proposal.

You cannot create footnotes within PAPERS, but you may use end notes (which must be added at the end of your description – there is no separate box).

Description for Program Unit Review (maximum 7500 characters including spaces) *

B *I* U :≡ ¦≡ ∞ ∞̸ ,, ✗ ⬚ ⬚ ⬚ ⬚ *I*ₓ ᴬᴮᶜ -

Disable rich-text
Content limited to 7500 characters, remaining: **7500**

NOTE: PLEASE DO NOT INCLUDE IDENTIFYING INFORMATION IN THE TEXT OF YOUR SUBMISSION. DOING SO WILL NEGATE ANY ANONYMOUS REVIEW PROCESS AND MAY JEOPARDIZE THE ACCEPTANCE OF YOUR PROPOSAL.
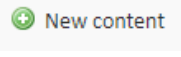
Then enter an abstract of 150 words or less (to be published in the online *Program Book* if your proposal is accepted).

Abstract for Online Program Book (maximum 1200 characters including spaces) *
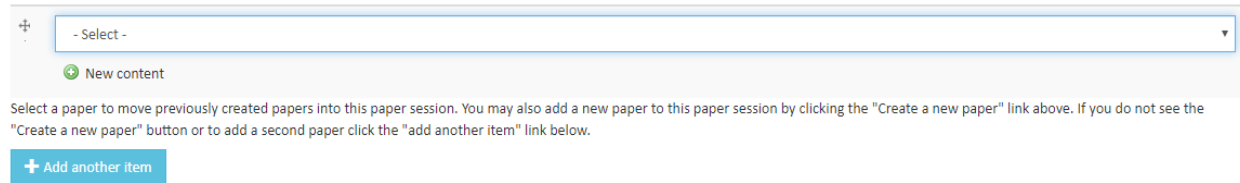
B *I* U :≡ ¦≡ ∞ ∞̸ ,, ✗ ⬚ ⬚ ⬚ ⬚ *I*ₓ ᴬᴮᶜ -

4.5 Adding Papers to Your Papers Session Proposal
*NOTE: **If you are submitting a Paper Proposal or Roundtable Proposal, you may skip this section (4.5) and continue to section 4.6.** Section 4.5 is only for Papers Session Proposals; if you are submitting a Paper Proposal or Roundtable Session Proposal, you may ignore this section. *

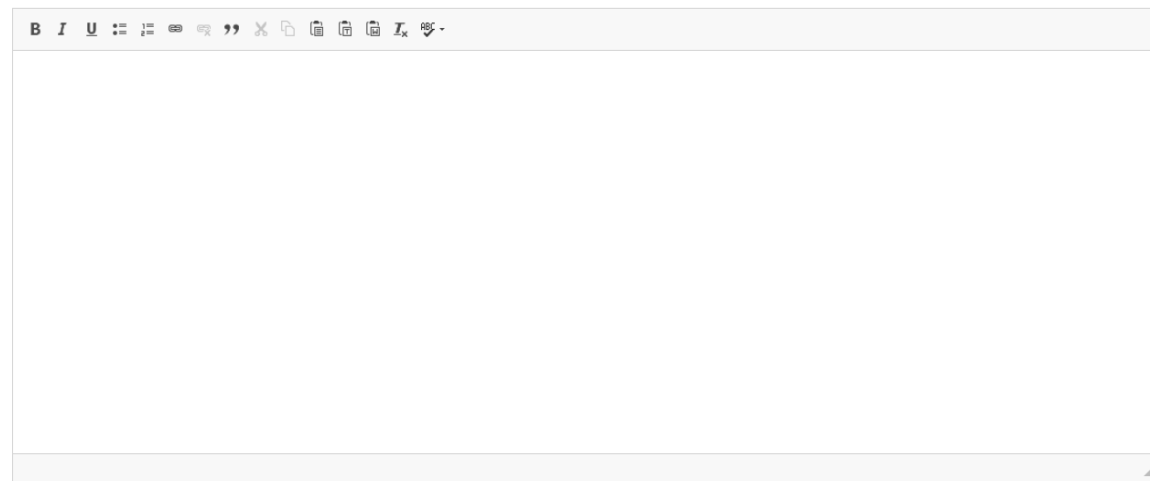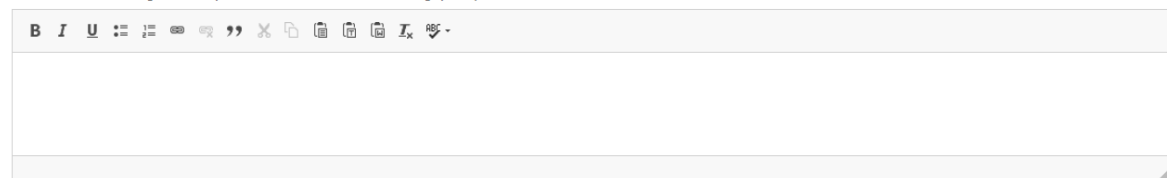Click on the [⊕ New content] button to add the first paper, following the steps below.

Papers *

⊕ ⊕ | - Select - | ▼

⊕ New content

Select a paper to move previously created papers into this paper session. You may also add a new paper to this paper session by clicking the "Create a new paper" link above. If you do not see the "Create a new paper" button or to add a second paper click the "add another item" link below.

➕ Add another item

You can then fill out the Paper Title, Description for Program Unit Review, and Abstract. See "**4.4 Proposal Title, Description, and Abstract**" for further details on what the Description and Abstract fields.

Paper Title *

Description for Program Unit Review (maximum 7500 characters including spaces) *

B *I* U ≔ ≝ ⊕ ⊗ ❞ ✂ ▢ ▣ ▣ ▣ *I*ₓ ᵇᶜ⁻

Disable rich-text
Content limited to 7500 characters, remaining: **7500**

NOTE: PLEASE DO NOT INCLUDE IDENTIFYING INFORMATION IN THE TEXT OF YOUR SUBMISSION. DOING SO WILL NEGATE ANY ANONYMOUS REVIEW PROCESS AND MAY JEOPARDIZE THE ACCEPTANCE OF YOUR PROPOSAL.

Abstract for Online Program Book (maximum 1200 characters including spaces) *

B *I* U ≔ ≝ ⊕ ⊗ ❞ ✂ ▢ ▣ ▣ ▣ *I*ₓ ᵇᶜ⁻

Then add the author(s) of the paper (see *4.5.1 Adding Participants (Authors) to Your Paper Proposal*).

Authors *

Author *

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

Create a new user

🗑 Remove

➕ Add another participant

Then click [➕ Add another item] button and the [⊕ New content] button to add the next paper, and follow the same steps above to add any other papers to the session.

4.5 Adding Participants to Your Proposal
The options for participants' positions will differ depending on which proposal type (Paper, Roundtable Session, or Papers Session) you chose prior.

4.5.1 Adding Participants (Authors) to Your Paper Proposal
Here you enter information about the author(s) of your paper. Please include yourself and any co-authors. If there are more than two authors, click the [➕ Add another participant] button to create another blank set of entry fields.

It is important that you add participants through the AAR's membership database. **Anyone who has ever been a member of the AAR is in the database – it is not restricted to current members,** so please use this method of adding participants first to avoid confusion further in the process. Try typing the name slowly to give the system a chance to automatically pull up the name you're searching for.

Authors *

Author *

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

Create a new user

🗑 Remove

➕ Add another participant

Begin typing "last name, first name" of the participant and then select the appropriate from the dropdown menu.

Once you have so, their Last Name, First Name, Institution will be filled in automatically.

If you cannot find the person you are looking for in the AAR membership database, click "Create a new user" link. This will allow you to input the participant's email, first name, last name, and institution manually.

If you add more than one participant, the order of participants can be changed by

clicking the ✛ icon in the top left corner of the participant information box, and

dragging and dropping that participant into the correct place in the order you wish.

4.5.2 Adding Participants to Your Roundtable Session Proposal

You must list at least one presider and one panelist in any Roundtable Session proposal. You may also add one or more respondents.

Select the participant's role from the dropdown selection.

It is important that you add participants through the AAR's membership database. **Anyone who has ever been a member of the AAR is in the database – it is not restricted to current members,** so please use this method of adding participants first to avoid confusion further in the process.

Click the [+ Add another participant] button to create another blank set of entry fields until you have added all of the participants.

If you add more than one participant, the order of participants can be changed by clicking the ⊕ icon in the top left corner of the participant information box, and dragging and dropping that participant into the correct place in the order you wish. NB: The standard order is Presider, Panelists, Respondent (if any), and Business Meeting Presider (if any).

Authors *

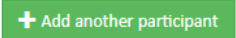⊕ **Author** *

| Puckett, Robert N., American Academy of Religion (2671) | ⟳ |

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

🗑 Remove
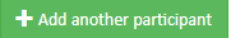
⊕ **Author** *

| Stevens, Sandra (c61558) | ⟳ |

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

🗑 Remove

✚ Add another participant

4.5.3 Adding Participants to Your Papers Session Proposal

Here you enter information about *some* of the participants in your papers session. *You must list at least one presider.* You may also add a respondent and a business meeting presider. **Please DO NOT enter the authors of the papers in your session, as these are already added in the Papers section above it.**

Participants

⊕ **Role** *

- Select a value -	▼
- Select a value -
Presider
Respondent
Business Meeting Presider

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

Create a new user

🗑 Remove

✚ Add another participant

If you add more than one participant, the order of participants can be changed by clicking the ⊕ icon in the top left corner of the participant information box, and dragging and dropping that participant into the correct place in the order you wish. NB: The standard order is Presider, Respondent (if any), and Business Meeting Presider (if any).

Authors *

Author *

Puckett, Robert N., American Academy of Religion (2671)   ⟳

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

🗑 Remove

Author *

Stevens, Sandra (c61558)   ⟳

Search for a participant by "last name, first name, institution". If the participant is not in our database you may add them by clicking the "create a new user" link below. To add more than one participant click the "add another participant" button.

🗑 Remove

➕ Add another participant

4.6 Audiovisual Requirements for the In-Person November Meeting

Next, you may request audiovisual equipment for your presentation. The AAR makes available a limited number of meeting rooms equipped with LCD projectors and screens, as well as the capability to play audio from your computer. **AAR does not provide computers.** We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers. Complimentary wifi access may be available in some parts of the convention center, but is not publicly available at hotel properties. *In order to ensure quality, video presentations should be downloaded to a native device before the Meeting and **not** streamed over the internet when possible*. A podium microphone will automatically be placed in all rooms set for 60 people or more. However, please note any special requests for microphones.

Participants must submit a request for LCD projector or audio along with their proposal. If accepted, the request is forwarded to the AAR executive office, and the session will be scheduled in room with AV capabilities. The executive office will make every effort to honor the AV requests received at the time of the proposal. **All AV requests must be received at the time of the proposal. Late requests cannot be accommodated.**

Audiovisual Requirements

All AV requests must be made at the time of proposal. Late requests are not guaranteed and will be at the presenter's own expense. See the AAR Audiovisual Policy for more information.

Resources
☐ LCD Projector and Screen
☐ Play Audio from Laptop Computer
☐ Podium microphone

Other

AAR does not provide computers. We encourage participants to bring their personal or departmental laptops, or to communicate with members of the same session in order to share computers.
Free wifi access will be available in some properties, but for bandwidth-intensive applications please request "Internet access" in the **Other** box. *In order to ensure quality, video presentations should be downloaded to a native device and not streamed over the internet when possible.*

Note: the Online June Sessions will be hosted on the Eventpilot platform and will use Zoom for presentations and events.

4.7 Religious Observance
Next, let us know about scheduling issues related to religious observance.

☐ Saturday (all day)

☐ Sunday (all day)

☐ Sunday morning

Please tell us if you are unavailable at any time due to religious observance.

4.8 Accessibility Requirements

If you have any accessibility requirements in order to make your presentation, please let us know so that we can accommodate your needs.

Accessibility Requirements

Resources
☐ Wheelchair accessible
Please see our Accessibility page for detailed information.

Other

4.9 Full Papers Available Option
This section is only for Papers Sessions. Please only check the box if you are able to meet the following criteria. You must be able to commit to sending us the papers by November 1 and participants need to agree to have them posted. Participants will also need to agree to do only 5-10 minute summaries of their papers in the session in order to leave the rest of the time for discussion. AAR will post these papers on its website behind the member firewall. They will be inaccessible to search engines and will be taken down immediately following the Annual Meeting.

☐ Full Papers Available
Full Papers for this session will be posted on the AAR Website prior to the Annual Meeting

4.10 Comments
Here you are able to enter any information or special requests the AAR Executive Office needs to be aware of in case your proposal is accepted.

4.11 Session Length

For Papers Sessions and Roundtable Sessions, let us know the preferred session length (90 Minute Session or 2 Hour Session). All online sessions will be 75 minutes.

4.12 Tags

You are able to enter tags to help users search for your proposal in the *Online Program Book* if it is accepted. To add a tag, begin typing a keyword and select a tag from the dropdown list. If you can't find a tag that meets your needs, simply type in a new tag. You may select multiple tags by separating your entries with a comma.

4.13 Submitting Your Proposal

When you have completed your proposal, click the ✔ Save button at the bottom of the page. This will submit your proposal, but you will be able to edit it until the posted deadline.

After you submit your proposal, you will receive an e-mail confirmation of your submission. If you don't receive an email, please check your spam folder. The address that your confirmation comes to will be the same address your acceptance/rejection notification comes through. Please add our contact to your trusted contacts list in your email.

5. The View Page

After submitting your proposal, you will be taken back to the View Page, and you will see a green box under the Session Title confirming your submission.
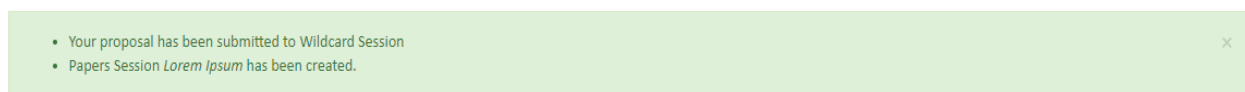
On the View Page, you can also review your submission.

Lorem Ipsum

View   Edit

Attached to Paper Session

This paper has not yet been attached to a paper session.

Submitted to Program Units	Status
1: Special Session	In Review

Lorem Ipsum

Abstract for Online Program Book (maximum 1200 characters including spaces)

Lorem Ipsum

Authors
Robert Puckett, American Academy of Religion rpuckett@aarweb.org

5.1 Edits and Paper Additions

If you need to change anything about your proposal, click on the Edit tab and you will be taken back to the proposal submission form.

Home » Lorem Ipsum

Edit Paper Lorem Ipsum

View   Edit

Program Units *

| ✛ | Special Session (2327) | | |
| ✛ | | | |

Paper Title *

Lorem Ipsum

If you have submitted a Papers Session and need to add a paper, use the Edit tab at the top and add individual papers (see **4.4 Adding Papers to Your Papers Session Proposal**).

6. Program Unit Pages and Calls for Proposals

To find the Calls for Proposals and more information on the AAR's Program Units, click on the Program Units tab at the top of the page. From there you will be taken to a list of the AAR's Program Units and cosponsored units. To see more information on a specific unit, click on its name in the list. To see other groups like seminars and Related Scholarly Organizations, change the Type filter to -Any-

Each Program Unit's page gives its name, Statement of Purpose, Calls for Proposals, Method of Submission, process of reviewing proposals, and the names and e-mail addresses of the Program Unit Chairs and Steering Committee members. The page also shows you options to submit a new Paper, Roundtable Session, or Papers Session to the Unit. This will pull up the submission page with the Program Unit automatically filled in with the appropriate Unit.