

PAPERS System User Manual

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Introduction

Welcome to the AAR's Annual Meeting 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.

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

Logging In

The first page you will come to is the log-in page. There are two ways to log in to PAPERS and submit a proposal— (1) with an AAR Account and (2) with a Guest Account.

AAR AMERICAN ACADEMY of RELIGION			
<u>My Proposals</u> <u>2012</u> Cal	l for Papers of Program Units		
PAPERS Resources AAR Annual Meeting Chicago, Illinois November 17-20, 2012 Call for Papers available online here ₽. Super Saver attendee registration ends April 15. Register here. For questions or support, email support@aanveb.org □.	PAPERS Program Administration Proposal, Review, Evaluation, and Submission System AAR Annual Meeting November 17-20, 2012 Chicago, Illinois The proposal period for the 2012 Annual Meeting is now open. The deadline for proposal submissions is March 14, 2012 11:59PM EST. You must be logged in to submit a proposal. There are two ways to log in to submit a proposal. Current and Former AAR Members If you have ever been an AAR member, you can log in with your AAR Member ID and last name (case-sensitive). This will work even if you are not a current 2012 member. Log In with your AAR Account >> Forgotten your AAR Member ID?		
	Guest Users If you have never been an AAR member and do not have an AAR member ID, please create a Guest account that will allow you to submit a proposal for the 2012 Annual Meeting. This is not an application for AAR membership. In order to become an AAR member, please visit the AAR's membership page . Create a Guest PAPERS Account If you have already created a Guest account, and need to log in, please log in with your Guest account. Log in with a Guest PAPERS Account If you have already created a Guest account, but have forgotten your password, please enter your email address to reset your guest PAPERS Account If you have already created a Guest account, but have forgotten your password, please enter your email address to reset your Guest PAPERS Account		

Logging In with an AAR Account

The first method is logging in with an existing AAR account. If you have been an AAR member **at any time in the past**, you should choose this log-in option, **even if you are not a current 2014 member.** If you were once a member, but have forgotten your AAR Member ID, you can use the <u>Forgotten your AAR</u> <u>Member ID?</u> link to retrieve your ID.

Current and Former AAR Members If you have ever been an AAR member, you can log in with your AAR Member ID and last name (case-sensitive). This will work even if you are not a current 2012 member. Log In with your AAR Account

Forgotten your AAR Member ID? P

Once you click on the Log In with your AAR Account button, you will be taken to AAR's Central Authentication Service page. Here you log in with your AAR Member ID and your password (which for many returning users may be your last name). Please note that these fields are case-sensitive, so you need to capitalize the first letter of your Member ID and the first letter of your last name if that is your default password. Also note that you cannot use diacritics (such as à or é) in the password field so please type it with standard Latin characters. Then click the Log in button to enter the PAPERS site.



Logging In with a Guest Account

Creating a Guest Account

If you have **never** been an AAR member in the past and do not have an AAR Member ID, then you will need to create a Guest account. At <u>http://papers.aarweb.org</u>, scroll down to the Guest Users box, and click on Create a Guest PAPERS Account.

Guest Users If you have never been an AAR member and do not have an AAR member ID, please create a Guest account that will allow you to submit a proposal for the 2012 Annual Meeting. This is not an application for AAR membership. In order to become an AAR member, please visit <u>the AAR's membership page</u> .
Create a Guest PAPERS Account
If you have already created a Guest account, and need to log in, please log in with your Guest account.
Log in with a Guest PAPERS Account
If you have already created a Guest account, but have forgotten your password, please enter your email address to reset your password. » <u>Reset your Guest PAPERS Account password.</u>

You will be taken to a form to create a new Guest Account in the PAPERS system. You will need to create a username and password and provide contact information, specifically your e-mail address, name, and institution.

Create guest account Guest log in Reset guest password
Do you have an existing AAR account? Then click here to login using that account.
A valid e-mail address is required. Your e-mail address is not made public and will only be used to send you notifications about your proposal. Account information
Username: *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.
E-mail address: *
A valid e-mail address is required. Your e-mail address is not made public and will only be used to send you notifications about your proposal.
Password: *
Confirm password: *
Provide a password for the new account in both fields.
Personal information
First name: *
Last nome 1
Institution: *

You will need to complete the CAPTCHA question in order to complete the process.

CAPTCHA This question is for testing whether you are a human visitor and to prevent automated spam submissions.



Then just click the Create guest account button at the bottom of the page to complete the process. A confirmation e-mail will be sent to the e-mail address you provided with your username and password. You will be automatically logged into the PAPERS system to begin your proposal. Please keep this e-mail in case you forget your username or password.

Logging Back In with a Guest Account

Each time you return to the PAPERS site, you will need to log in with the Log in with a Guest PAPERS Account button at the bottom of the log-in screen.

Guest Users

If you have never been an AAR member and do not have an AAR member ID, please create a Guest account that will allow you to submit a proposal for the 2012 Annual Meeting. This is not an application for AAR membership. In order to become an AAR member, please visit <u>the AAR's membership page</u>.

Create a Guest PAPERS Account

If you have already created a Guest account, and need to log in, please log in with your Guest account.

Log in with a Guest PAPERS Account

If you have already created a Guest account, but have forgotten your password, please enter your email address to reset your password.

» Reset your Guest PAPERS Account password.

You will then be taken to a screen that will allow you to log in with the username and password you created.

AAR AMERICAN ACADEMY of RELIGION			
<u>My Proposals</u> <u>2012 Call for Papers</u> <u>Program Units</u>			
PAPERS Resources AAR Annual Meeting Chicago, Illinois November 17-20, 2012 Call for Papers available online here을.	Create guest account Guest log in Reset guest password Do you have an existing AAR account? Then click here to login using that account. Username: * Enter your PAPERS username. Password: *		
Super Saver attendee registration ends April 15. Register <u>here</u> .	Enter the password that accompanies your username. Guest log in		

Forgot Your Guest Account Password?

Should you forget the password you created, you may reset it by providing your username or e-mail address. A new temporary link will be sent to you to reset your password so you can log back into the PAPERS system.

AAR AMERICAN ACADEMY of RELIGION			
My Proposals 2012 Cal	l for Papers 7 Program Units		
PAPERS Resources AAR Annual Meeting Chicago, Illinois November 17-20, 2012	Create guest account Guest log in Reset guest password Do you have an existing AAR account? Then click here to login using that account. Username or e-mail address: *		
Call for Papers available online <u>here</u> 륜.	E-mail new password		
Super Saver attendee registration ends April 15. Register <u>here</u> .			

Creating a New Proposal

Once logged into the site, you are directed to the **My Proposals** page. This screen displays proposals you have made in the system. From this page, you can click the button to Create New Proposal.

AAR AMERICAN ACADEMY of RELIGION			
My Proposals 2012 Call for Papers Program Units			
PAPERS Resources	My Proposals		
My Account <u>View my account</u> Logout AAR Annual Meeting Chicago, Illinois November 17-20, 2012	Below are your current proposals (if any) You may submit no more than two proposals in response to the Call for Papers. This includes submitting the same proposal to two separate units or two different proposals to two different units. Create New Proposal		

Choose Your Proposal Type

Once on the Create Proposal page, you first 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.
- 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 submit their proposals to the Papers Session organizer, who in turn is responsible for 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 tempore) on a common theme.

 PROPOSAL TYPE

 Proposal Type: *

 • Paper

 • Papers Session

 • Roundtable Session

 A Paper Proposal is a paper written by you, and perhaps co-authored by others.

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 submit their proposals to the Papers Session organizer, who in turn is responsible for 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 tempore) on a common theme.

Choose Your Program Unit(s)

The second choice is to which program unit or units you wish to submit your profile.

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

You may also submit the proposal to a second program unit. 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 Papers. 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.

To submit to a **co-sponsored session or quad-sponsored session** as noted in the *Call for Papers*, begin typing the name of any of the sponsoring units, and then select the correct co- or quad-sponsored 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.

To submit a **Wildcard Session** or an **Exploratory Session**, begin typing "Wildcard Session" or "Exploratory Session" and then select the appropriate choice from the dropdown menu.

PROGRAM UNITS

You must submit your proposal to a program unit for consideration. To select a program unit, begin typing the name of the unit, or any keywords in the name, and then select the appropriate unit from the dropdown menu that appears.

You may optionally submit the proposal to a second program unit; however, to do so counts as both of your allowed proposal submissions. Please select program units in the order of your preference.

To submit to a **co-sponsored session**, begin typing the name of any of the co-sponsoring units, and then select the appropriate session from the dropdown menu.

To submit a **Wildcard Session** or an **Exploratory Session**, begin typing "Wildcard Session" or "Exploratory Session" and then select the appropriate choice from the dropdown menu.

PROGR	AM UNITS: *	
	contemporary	
	Contemporary Islam Group	
	Contemporary Pagan Studies Group	
	Contemporary Pagan Studies Group and New Religious Movements Group	
Select th	Contemporary Islam Group and Middle Eastern Christianity Group and Religion and Migration Group	

Proposal Title, Description, and Abstract

Next provide the title of your proposal.

Proposal Title: *

Within the proposal description, you have 1,000 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 the anonymous-review process and may jeopardize the acceptance of your proposal.

Most formatting will be taken care of automatically, but for *italics*, enclose the desired words with single _underscores_ or *asterisks*; for **Boldface**, enclose the text with __double underscores_ or *asterisks**. You cannot create footnotes within PAPERS, but you may use endnotes.



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 150 words): *

Then click the Next > button to continue your proposal.

Adding Participants to Your Proposal

Then you are taken to the second page of your proposal submission, where you list the participants. The options for participants' positions will differ depending on which proposal type (Paper, Roundtable Session, or Papers Session) you chose on the first page.

Adding Participants (Authors) to Your Paper Proposal

Here you enter information about the author(s) of your paper. Please include yourself and any coauthors. If there are more than two authors, click the Add another participant button to create another blank set of entry fields.

You will be adding participants through the AAR's membership database. **Anyone who has ever been a member of the AAR is in this database – it is not restricted to current 2014 members,** so please use this method of adding participants first.

AUTHORS	
Please list the author(s) of this paper. INCL	JDE YOURSELF, IF YOU ARE THE AUTHOR.
PARTICIPANTS:	
Last Name:	
First Name:	
Institution:	
Member Lookup:	
	0
To Select a member from the Mem	bership Database begin typing <i>last name, first name</i> . If they are not found you
Display Order:	
0	
Position:	
Author Aut	

Begin typing their last name, first name and then select the appropriate person from the dropdown menu.



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

ist Name : Puckett rst Name : Robert	
rst Name: Robert	
stitution: American Academy of Religion	
ember Lookup:	
uckett, Robert, American Academy of Religion	 Image: Image: Ima
Select a member from the Membership Database begin	n typing <i>last name, first name</i> . If they are not found y
n check the box above to manually enter their name.	
splay Order:	

If you cannot find the person you are looking for in the AAR membership database, click the checkbox to the right of the Member Lookup box. This will allow you to fill in the Last Name, First Name, Institution, and Email address manually.

Last Name:	
First Name:	
Institution:	
Email:	
Member Lookup:	
To Select a member from the Membership D	tabase begin typing last name, first name. If they are not fou
can check the box above to manually enter t	ieir name.
Display Order:	
0	
Position ⁻	

Adding Participants to Your Roundtable Session Proposal

Here you enter information about the participants in your roundtable. *You must list at least one presider and one panelist.* You may also add a respondent. Click the Add another participant button to create another blank set of entry fields until you have added all of the participants.

PARTICIPANTS

Pleas	se list all participants in your proposal an	d their roles. INCLUDE YOURSELF	F.
PA	ARTICIPANTS:		
	Last Name:		
	First Name:		
	Institution:		
	Member Lookup:		
		0	
	To Select a member from the Memb can check the box above to manual	ership Database begin typing <i>last i</i> y enter their name.	name, first name. If they are not found you
	Display Order:		
	0		
	Position:		
	Presider		
	Panelist		
	Respondent		

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. **Please DO NOT enter the authors of the papers in your session, as you will do that on a subsequent screen (see page 16).**

PARTICIPANTS
Please list all participants in your proposal and their roles. INCLUDE YOURSELF. YOU MAY ADD A PRESIDER OR RESPONDENT, BUT PLEASE WAIT UNTIL THE NEXT SCREEN TO ADD PAPERS AND THEIR AUTHORS.
PARTICIPANTS:
Last Name:
First Name:
Institution:
Member Lookup:
To Select a member from the Membership Database begin typing <i>last name, first name</i> . If they are not found you can check the box above to manually enter their name.
Display Order:
0
Position:
Presider
Respondent

Audiovisual Requirements

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 clips from your computer. Recognizing that the majority of Annual Meeting audiovisual presentations involve PowerPoint or Keynote, the AAR furnishes equipment to support this software. **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.* A podium microphone will automatically be placed in all rooms set for 75 people or more. Unless there is a special need, there is no need to request a microphone.

Participants must submit a request for equipment 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					
Play Audio from Computer					
Other:					
AR 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. A podium microphone will automatically be placed in all rooms set for 75 people or more. Unless there is a special need, there is no need to request a microphone.					

Sabbath Observance

Next let us know about scheduling issues related to religious observance.

SABBATH OBSERVANCE

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

- Schedule:
- 🗏 Friday (all day)
- 🔳 Friday evening
- 🗏 Saturday (all day)
- Sunday morning
- 🔳 Sunday (all day)

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:	
	//

Submitting Your Proposal

When you have completed your proposal, click the button at the bottom of the page. This will submit your proposal, but you will be able to edit it until **Monday, March 3, 4:59 PM Eastern Standard Time.**

NOTICE
CLICKING DONE WILL SUBMIT YOUR PROPOSAL, BUT YOU ARE ABLE TO EDIT YOUR PROPOSAL UP UNTIL THE SUBMISSION DEADLINE.
< Previous Done

After you submit your proposal, you will receive an e-mail confirmation of your submission.



The View Page

After submitting your proposal, you will be taken back to the View Page, and you will see a green box confirming your submission.



On the View Page, you can also review your submission. You will see the Title, Abstract, Description, and Participants in the middle panel and the other proposal details (including Program Unit(s), Audiovisual Requirements, Sabbath Observance, and Accessibility Requirements) in the right-hand panel. 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.

If you have submitted a Papers Session, you will also see the button to Add a Paper.



Adding Papers to Your Papers Session

After clicking the Add a Paper button, you are taken to a screen that is essentially the same as the earlier **Create Proposal** screen. Here is where you will submit the title, description, and abstract of the first paper in your session. Then click the Next > button to continue.

Proposals						
d Paper						
iu raper						
Paper Title: *						
Description fo	r Program Unit Review (maximum 1000 wo	ords): *			
Note: Please do r	ot include identifying inform	nation in the text of ye	our submission. Doing	g so will negate any a	nonymous review proce	ess and may jeopardize
	your proposal.					

On the second page of the form, enter information about the author(s) of the paper.

se list the author(s) of this paper. INCLUE	DE YOURSELF, IF YOU ARE THE AUTHOR.
ARTICIPANTS:	
Last Name	
First Name	
Institution:	
Member Lookup	
	0
To Select a member from the Membe	rship Database begin typing <i>last name, first name</i> . If they are not found you
can check the box above to manually	enter their name.
Display Order:	
0	

Then add the Audiovisual, Sabbath, and Accessibility Requirements for this participant, and click Click the Add a Paper button again for each paper you wish to add to your session.

Program Unit Pages and Calls for Papers

To find the Calls for Papers and more information on the AAR's Program Units, click on the Call for Papers link at the top of the My Proposals 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.

Program Units
African Diaspora Religions Group
African Religions Group
Afro-American Religious History Group
Animals and Religion Group
Anthropology of Religion Group
Arts, Film, Literature, Media, Popular Culture, Visual Culture, and Religion Cluster
Arts, Literature, and Religion Section
Asian North American Religion, Culture, and Society Group
Augustine and Augustinianisms Group
Beyond the Boundaries
Bible in Racial, Ethnic, and Indigenous Communities Group
Bible, Theology, and Postmodernity Group
Bioethics and Religion Group
Black Theology Group
Body and Religion Group
Bonhoeffer: Theology and Social Analysis Group
Buddhism in the West Group
Buddhism Section
Buddhist Critical–Constructive Reflection Group

Each Program Unit's page gives its name, Statement of Purpose, 2014 Call for Papers, Method of Submission, Process of reviewing proposals, and the names and e-mail addresses of the Program Unit Chairs and Steering Committee members.

Augustine and Augustinianisms Group

Statement of Purpose: This Group provides a forum for the historical and constructive study of issues relating to the thought of Augustine, including how it was received in various eras and how it might be a resource for religious thought today.

Call for Papers: • Augustine on the emotions: Recent work in ancient philosophy has revealed not only a great deal of thinking and analysis of human emotions, but how those emotions can be assigned widely divergent meaning within competing philosophical and theological systems. Augustine is widely credited with being one of the most psychologically acute ancient writers, but a large amount of work remains to be done on the interpretation of the wide array of emotions discussed by him and how such emotions function system antically within his broader theoretical outlook and social context. Papers are invited from all disciplines that examine particular emotions in Augustine's texts and advance our theoretical understanding of the work they do. While low and desire necessarily intrude into any analysis of Augustine, papers are particularly sought on understudied emotions such as anger, compassion, despair, envy, fear, grief, hatred, hope, jealousy, joy, sadness, and wonder.

Eros, Kenosis, and Rhetoric: A Conversation on Lee C. Barrett's Eros and Self-Emptying: The Intersections of Augustine and Kierkegaard (Eerdmans, 2013)[for a cosponsored session with the Kierkegaard, Religion, and culture Group and the Martin Luther and Global Lutheran Traditions Group). We invite proposals around these themes at the intersection of Augustine and Kierkegaard, and we also seek to enrich the conversation with proposals addressing these themes from the Lutheran tradition. Papers must be submitted by September 1 in order to be shared with all presenters and made available to AAR members in advance.

Method: PAPERS

Process: Proposals are anonymous to chairs and steering committee members until after final acceptance/rejection

Leadership: Kari Kloos, <u>kkloos@regis.edu</u> ⊠ Paul R. Kolbet, <u>kolbet@aya.yale.edu</u> ⊠