*W*estern *S*ocial *S*cience *A*ssociation

Scholarship, Service & Collegiality

Western
Social Science
Association

Since 1958

Section Coordinator

Information and Guidelines

Revised January 2020

Contents

About WSSA

Mission: The Mission of the Western Social Science Association is to advance scholarship, teaching, service and professional exchange across the social science disciplines.

History: WSSA was founded in 1958 as the Rocky Mountain Social Science Association, when the Social Science Section of the Colorado-Wyoming Academy of Science reconstituted itself as an independent organization. On January 1, 1975 the name was officially changed to the Western Social Science Association to reflect the geographical representation of the Association's membership at that time. WSSA is a 501 (c) 3 non-profit educational organization.

WSSA draws social scientists from throughout the United States and internationally. Membership is open to all who share the Association's goals. Currently, WSSA has thirty-four sections and affiliated groups. These include:

African American Studies	History
American Indian Studies	Latin American Studies
Anthropology	Mass Communications
Arid Lands Studies & Geography	New Zealand and Australia Studies
Asian Studies	Middle East and North Africa Studies
Association for Borderlands Studies	Political Science
Canadian Studies	Public Administration
Chicano/Latino/Hispanic Studies	Public Finance and Budgeting
Chronic Disease and Disability	Rural and Agricultural Studies
Communication Studies	Slavic and Eurasian Studies
Criminal Justice and Criminology	Social Psychology
Economics (Association for Institutional Thought)	Social Work
Economics (General)	Sociology
Environmental Policy and Natural Resource Mgmt.	Union for Radical Political Economists
Geography	Urban Studies
Globalization and Development	Women's and Gender Studies

Governance: The Association's Executive Council consists of the officers of the Association (President, Vice-President/Secretary, President-Elect/Program Coordinator, and Immediate Past-President), and nine council members elected at-large. Officers are elected for one-year terms and Council Members hold office for three years, with one-third of the officers being elected each year. Elections are by online survey and are held each winter. Serving as ex-officio members are the Association's Executive Director, the Editors and Book Review Editor of the *Social Science Journal,* the WSSA Communications Director, the Student Grant & Awards Coordinator, and the Association Archivist. The WSSA also employs a Program Editor.

Questions regarding scheduling and placement of panels and roundtables should be directed to the President-Elect/Program Chair and the Program Editor.

Activities: The Association's annual conference, held each year in April, is one of the largest interdisciplinary gatherings of social scientists in the United States. At a typical conference, over 1,000 papers are given at about 250 panel sessions. A number of affiliated organizations meet concurrently with WSSA. Recent conference locations include: Phoenix (2006), Calgary (2007), Denver (2008), Albuquerque (2009), Reno (2010), Salt Lake City (2011), Houston (2012), Denver (2013), Albuquerque (2014), Portland (2015), Reno (2016), San Francisco (2017), San Antonio (2018) and San Diego (2019).

Social Science Journal (SSJ): The SSJ is a multi-disciplinary and inter-disciplinary journal published four times a year. All articles are refereed. Theoretical, empirical, and speculative articles are considered. We accept the idea that quality can be found in a variety of forms.

Publications: *WSSA Newsletter* is the official newsletter of the Association. The newsletter is published electronically (http://www.wssaweb.com) and appears four times per year. Other publications of the Association include the annual conference program and abstracts of conference papers. The conference program is available both in-print and electronically. The abstracts are published only in electronic form.

Student Paper and Poster Competitions: Graduate and undergraduate students are invited to submit papers to WSSA's Student Paper Competition (evaluated separately), or posters to our Poster Competition . There is also an award for the best dissertation in progress. Winning students receive a cash prize, a one-year membership in WSAA, waiver of the annual conference fee, and the opportunity to present their work at the annual conference. For updated information see: http://www.wssaweb.com or contact Dr. William Schaniel at wschanie@westga.edu.

Travel Grants: Students traveling **more than 250 miles** to the Annual Conference site can apply to the WSSA for Student Travel Grants. Awardees will receive $500 toward defraying the awardees' travel expenses, and their registration fee will be reimbursed. For updated information see: http://www.wssaweb.com

Membership Information: Members are entitled to vote on major Association matters that are brought to the membership, to attend the annual business meeting, and to receive all WSSA publications including the *Social Science Journal* and the *WSSA Newsletter*.

For the latest membership information, please visit the WSSA website at: http://www.wssaweb.com or contact:
Larry Gould, WSSA Executive Director
Professor Emeritus, Northern Arizona University
2307 Chof Trail
Flagstaff, AZ 86005
Phone: (928) 606-2248 Email: larry.gould@nau.edu

General Contact Information for 2019-2020

President-Elect and General Program Chair
Mary Jo Tippeconic Fox
Research Professor, American Indian Studies
Affiliate Faculty, Gender & Women's Studies
The University of Arizona
Tucson, AZ 85726
E-mail: foxm@email.arizona.edu

President
Debra D. Andrist
Department of World Languages & Cultures
Professor of Spanish
Sam Houston State University
Huntsville, TX 75428
E-mail: andrist@shsu.edu

Past President
Christopher Brown
Department of Geography
PO Box 30001, MSC MAP
New Mexico State University
Las Cruces, NM 88003-8001
Phone: 575-646-3509, Fax: 575-646-7430
Email: brownchr@nmsu.edu

Executive Director:
Larry Gould
Professor Emeritus, Northern Arizona University
2307 Chof Trail
Flagstaff, AZ 86005
Phone: 928-606-2248
Email: larry.gould@nau.edu

Communications Director:
Kate Herke
Louisiana Office of Student Financial Assistance (retired)
7350 Jefferson Hwy
Suite 485-158
Baton Rouge, LA 70806
E-mail: WSSA.Admin@nau.edu

Program Editor
Dianne Berry
E-mail: diannewssa@gmail.com

Student Grant & Awards Coordinator:
William (Bill) Schaniel
University of West Georgia (retired)
Global Scholastic Services
2451 Cumberland Pkwy., Ste. 3588
Atlanta, Georgia 30339
E-mail: wschanie@westga.edu

General notes about April 2020 Conference

Paper submissions: open on August 15, 2019, under the "Sections & Affiliates" tab on our website, www.wssaweb.com. Submitters will need to provide
- Name and affiliation of each presenter,
- Email address,
- Paper title,
- Abstract not to exceed 200 words, and
- An optional upload link to attach the document or paper.

Online conference registration: opens on the WSSA website www.wssaweb.com, under "Conferences" tab, on the "Registration" link, after September 15, 2019

Online hotel registration: opens on the WSSA website www.wssaweb.com under "Conferences" tab, on the "Registration" link, after October 1, 2019

Mandatory Section Coordinators meeting will take place 5:00-5:30pm on Thursday; new coordinators have an additional mandatory training meeting 5:30-6:00pm in the same room as the earlier meeting.

Section Coordinators will receive "No-Show" lists for all of their sessions, at the registration desk when they pick up their packets, and are responsible for seeing that the lists get to the moderators for those sessions.

Important Dates and
Annual Deadlines for Section Coordinators

May: WSSA emails the first call for papers for the next conference, to current members and to participants for the previous three conferences . It is important to do this early to get people thinking about papers and travel budgets!

August: Section Coordinators email the official call for papers, received from the President-Elect/Program Coordinator, to potential participants.

late August: WSSA emails a second call for papers, as a reminder

September   If the Coordinator for the section has changed, notify the Program Coordinator, President, Executive Director, and Communications Director.

August 20–December 1:
Go into the database weekly to read abstracts and make a determination to accept or reject, or refer to another section, any papers that have been submitted. Indicate your decision in the submissions database. An automated notification will be sent to the author, but you also need to contact the author very soon after making the decision. See examples and further information about Acceptance and Referral emails in the "Details . . . . . . Coordinator" section, about two pages below this one.

before October 1: Familiarize yourself with the site and especially your section database, and make sure you have your login credentials to see your section's submissions on the database.

October 15:   Repeat sending the call for papers to your own list of potential participants

If the email address on the Sections and Affiliates page of our website is not the one that the Program Coordinator, President, Executive Director, and Communications Director should use to contact you quickly, notify them of the best address to use.

November 15: Repeat sending the call for papers to your own list of potential participants.

December 1:   Deadline for participants to submit proposals via the website

between December 8 & 20:   Accept, reject, or refer any papers not already handled and organize your section's proposals into panels. See further information under "Timeline".

December 20: Section Coordinators submit their programs and abstracts, in the format specified in this handbook, to the Program Editor.

Section Coordinators contact all persons who submitted papers/panels/roundtables, who haven't yet been contacted, - to notify them of decision on status of submission. Email the moderators for the sessions, using the .

January 7 :   Last day for discounted on-line pre-registration. See http://www.wssaweb.com/conference-registration.html for registration portal.

January 31 : Notifications automatically sent to potential participants, when they submitted their papers, say that they will be contacted by their Section Coordinators by January 31st. Contact all those people whom you have not yet contacted.

February 22: Initial draft program goes to section coordinators. Upon receipt of the <u>first draft</u> of the program, section coordinators distribute it <u>immediately</u> to their presenters. Remind them to schedule travel and hotel accommodations accordingly.

February 28/9: Deadline for initial program changes to be submitted to Conference Chair. Please note that we will attempt to accommodate changes related to emergencies and very extenuating circumstances, but we cannot honor all requests for changes. Second draft goes out at this time.

March 5: WSSA posts second draft on website, under >Conference>(current conference date)>Overview and marked prominently as "Preliminary".

March 7: <u>Final deadline</u> for any program changes to be submitted to Program Coordinator.

March ?: Deadline for Program Coordinator to submit program to the printer.

March ?: WSSA posts printer-ready program on website, under >Conference>(current conference date)>Overview and still marked prominently as "Preliminary", with a notice that the final, official, program will be available online in June, containing all deletions, additions, and changes.

March 17: Last day for regular on-line pre-registration. See http://www.wssaweb.com/conference-registration.html for registration portal.

April 1-4: Conference on-site registration begins at 3:00pm on Wednesday, and ends at noon on Saturday; concurrent panel sessions run from 8:00am to 6:00pm Thursday through Saturday.

May 20: Send an executive summary of your sessions to all of your participants and invite them to next year's conference.

May 21: Edit abstracts. Remove the abstracts for presenters who did not attend. If an author had someone else present their paper, please do not remove the original author.

June 21: The official program, reflecting only those papers presented, will be posted on the website.

<center># Details for items listed above,
and Step-by-Step Scheduling Guidelines,
for Section Coordinators</center>

Before the Conference:

> **If the address that you** provided is not the best email to reach you quickly, please alert us and provide one that works better, <u>no later than October 15</u>.

- **Receiving paper and panel abstracts:**
  - **Log in weekly at http://www.wssaweb.com/admin/ to check the submissions for your section.**
    - **If you are a new Coordinator, your username and password are sent to you by the Communications Director, when notified of your status. If you are a continuing Coordinator, your logon credentials remain the same as for the last conference.**
    - **To reset a password, click "Lost Your Password?" and enter a current user email address; to request a new username, contact the Communications Director; to request a specific password, not the random one assigned by the system, also contact the Communications Director.**
    - The website has been updated a bit since last year and some functionality may have changed location – do familiarize yourself with the site and especially your section database before October 1st.
  - As participants submit paper proposals and panels via WSSA's website (http://www.wssaweb.com), section coordinators are automatically alerted, at the email address you provided to the Program Coordinator, when a paper or panel is submitted to your section.
  - When you have determined whether to accept each paper, indicate that decision in the submission database, by changing the paper's status. The system will then automatically send a brief note to the author, announcing the change in status.   Each option triggers an automatic email to the paper author:
    - Acceptance:
      - "Congratulations. The WSSA is pleased to inform you that your paper or panel has been accepted. Your section coordinator will be in touch with you about preliminary scheduling by around January 31st, and the preliminary program will be posted to the website by February 15. While the section coordinators will do their best to accommodate specific time/date requests, but may not be able to do so if that scheduling cannot be accommodated into the program as a whole. Please be aware that panel sessions may be scheduled in any day/time slot between 8am and 6pm on Thursday, Friday, or Saturday of the Conference week."
    - Referral:
      - "The section coordinator to whom you have applied does not feel your paper is an appropriate fit for that section but does think it might fit in one of our other sections. Please contact the section coordinator by email to discuss alternative section options."
    - Rejection:

- "The WSSA regrets to inform you that your paper or panel has not been accepted to the annual conference by the Section Coordinator to whom it was submitted. We still hope to see you at the conference, and please consider submitting next year."
  - You will also need to contact the author(s) yourself, as soon as possible, with either an Acceptance email or a Referral email. See an example and further information about these messages under "Acceptance Emails" in the Appendix to this document.

- **Between December 8st and 20th :**
  - Section coordinators accept, reject, or refer any papers not already handled.
  - **Organize your section's proposals into panels**. A common theme in each panel is nice, but not always possible. Instructions for formatting the panels for the program is given, a few paragraphs below this one.
    - Panels should include at least four and no more than five papers, depending on how much discussion you anticipate.
    - If panels are submitted with fewer than four papers, those papers will be combined with other panels.
    - If panels are submitted with more than five papers, excess papers will be moved to other panels.
    - Cross-Listed Panels can be accommodated **if both** section coordinators agree to common days, times, session titles, and session content before submitting their panels. Late cross-listing cannot be arranged because doing so would require shifting several rooms, times, and days. Individual papers cannot be cross-listed.
  - **Day and time slots for Thursday, Friday, and Saturday** of the conference
    - 8:00 a.m. to 9:30 a.m.
    - 9:45 a.m. to 11:15 a.m.
    - 1:00 p.m. to 2:30 p.m.
    - 2:45 p.m. to 4:15 p.m.
    - 4:30 p.m. to 6:00 p.m.
    - Every effort will be made to honor your requests for days and times, but it is not possible to place all panels on the same day. WSSA must have sessions on all days of the conference. Some of these will be late in the afternoon or early in the morning. Thus, it is important to let your participants know about schedules as soon as possible.
    - WSSA may also need to reserve some blocks of time for key conference events – for instance, no panels, or other events, will be scheduled during the President's Luncheon and Awards Ceremony, 11:30am to 1:00pm on Friday.
  - **Schedule your business meeting, reception, movies, etc**., if relevant to your section. Submit such events with your slate of panels in December or, at the very latest, notify the Program Coordinator and the Program Editor by January 25.
    - If your section wants to hold a business meeting, the best way to do that is to schedule it during a panel time slot. Otherwise, your section will incur a room charge. If your section needs to hold a reception with food or other refreshments after panels are complete for the day, you need to coordinate time, day, and a room with the Program Coordinator, who can also tell you how to make arrangements to pay the hotel for food and beverages.
  - **Send your program and abstracts in the correct format to the Program Editor by email by December 20, 2019**. Copy to the Program Coordinator.

- **Formatting papers and panels**
  - **Send abstracts and your panel schedule as <u>two</u> separate files** in the designated format (See the sections in Appendix entitled *Sample Format for Section Panels* and *Preparing Abstracts*). Please pay particular attention to the formatting issues discussed below. An example of a properly formatted abstract appears later in this document.
  - **Formatting**: DO NOT use any special formatting when submitting your section's program or abstracts. This means no <u>underlining,</u> no *italics*, no **bold,** no special fonts, and no colors. Examples of ideally-formatted programs and abstracts follow these guidelines.
  - **File formats**: If possible, submit your program and abstracts as a WORD file (.doc or .docx). If you do not have WORD, please use "rich text format." PLEASE DO NOT compress your file using zip, stuff-it, or other file compression software, and do not send as .pdf.
- **IF you intend to have an outside speaker for a session, or a special guest at an event, INFORM the Communications Director immediately after the decision is made, so that the appropriate registration arrangements can be made.**

During the conference:

- As section coordinator, you are responsible for checking in on **ALL** of your sessions and working with the moderators. Introduce yourself to the moderator/s, ensure that there are no technical issues that need to be resolved, and make sure that the moderators have paperwork for tracking "no-shows." You will receive the no-show tracking paperwork at the conference registration desk, when you pick up your name badge and other items. Please be sure to return that tracking paperwork to the registration desk before leaving Portland. Note that, by contract with the hotel, <u>everyone must</u> wear the WSSA name badge to enter any WSSA sessions and events, so be sure to pick yours up as soon as possible after you arrive.
- **Audio-Visual Equipment:** LCD projectors will be provided in all breakout rooms. No other A/V equipment will be provided by WSSA. Ensure that ALL of your participants are aware of this; they can see the Audio/Visual/Wi-Fi Information/Technical Support policy for WSSA at the "Audio Visual Information and Instructions" page under "Conferences" on our website. Panelists can use the projectors with personal computers (**Apple users must bring their own connecting cables)** or as a stand-alone with a flash-drive. To use a flash-drive, panelists should (a) save their presentation as "pictures";
  (b) number the slides "01, 02, 03, . . ."; the leading zero on single-digit numbers is essential.
  (c) load their presentation onto a flash-drive; and (d) load the flash-drive into the LCD projector, advancing one slide at a time.
- **"No Shows:"** Immediately after the conference ends, go through your abstracts and delete those for which the presenter did not present that paper. Check with your moderators during the conference to ensure that they turned in the "no-show" tracking slips to the registration desk Email the revised Abstracts document to the Program Editor by May 21.

- **Section Coordinator's Meeting**

  - The **<u>Mandatory</u>** Section Coordinator's meeting is on Thursday from 5:00pm to5:30pm; please consult program for location. There is usually a fair amount of business to be conducted in that short time, so <u>please do not be late</u>.

- New Coordinators are required to attend both the Section Coordinator's meeting, as above, and the New Coordinators Training, Thursday, 5:30pm to 6:00pm,
- Please take this meeting into consideration when scheduling your panels and avoid listing yourself as moderator or panelist in that time frame.

Email the following "Guidelines for WSSA Moderators" to the moderators as soon as you submit your program to the Program Editor

Congratulations . . . and many thanks for your willingness to be a moderator during one of the sessions of the Western Social Science Association meeting. You play a key part in the success of this conference. While none of these guidelines are "set in stone", we make the following suggestions to assure your session is successful:

#1 In advance of your scheduled session time, <u>**take the opportunity to read the abstracts**</u> of those scheduled to present so you have a sense of the subject being discussed.
Please also read the AV information on the WSSA website, at
https://www.wssaweb.com/conference-av-info.html

#2 <u>**Get to your session early**</u> so you can assure the room is clean and properly arranged for the presentations and that the AV equipment is present and working.

#3 <u>**Try to greet and meet all attendees**</u> at your session as they arrive. While your job is certainly to introduce the presenters and keep track of the time, try to involve others in the session. A friendly welcome tells them that they too can speak up and participate.

#4 <u>**Ask all presenters how to pronounce their names**</u> and <u>**any difficult words**</u> in their titles so you are comfortable introducing them. In this way, you are checking them in. If they have PowerPoints, etc., you can ask them to load them to the computer or LCD projector prior to starting the session so they know how to use the equipment.

#5 <u>**Start the session on time**</u> so all presenters have time for their presentations. <u>**Track the Time**</u> – each session is scheduled for 90 minutes. If you have four presenters, each should be given approximately 20 minutes, leaving time for questions. If you have five presenters, limit their time to approximately 15 minutes. This <u>**leaves adequate time for questions and discussion at the end of the session.**</u> Use hand signals or signs to <u>**show when 5 minutes, then 3 minutes and 1 minute remain.**</u> If people go more than 1 minute past their time, please be prepared to stand, thank the presenter for their talk, and move on to the next presenter. This can be tough duty, but letting people exceed their allotted time is not fair to presenters later in the session.

#6 <u>**Hold all questions until the end of all presentations**</u> so that all presenters have their allotted time.

#7 <u>**Be prepared to pose the first questions**</u> to get the room moving. Be sure to <u>**direct questions to all presenters.**</u>

#8 When the session is over, <u>**thank the audience for attending**</u> and encourage them to attend the next session, scheduled for _____ and dealing with _____ topics.

#9 **When the session is over and the audience has been thanked, mark your "no-show" tracking paper (which should have been given to you beforehand, by your Section Coordinator) and return it to the conference registration desk**

Note: If the audience is small and it looks like you will have plenty of time, ask each audience member to give their name and school to help make them feel welcome and help build those network connections!

Appendix

Sample Format for Section Panels

Panel 1: Theoretical Issues in Institutional Economics
Thursday
8:00-9:30

Moderator: Harold Wolozin, University of Massachusetts, Boston
Discussant: Christopher Niggle, University of Redlands

"The Role of Agency in OIE and NIE Thought"
Mary Wrenn, Idaho State University

"Of Transactions and Transaction Costs: Uncertainty, Policy, and the Process of Law in the Thought of Commons and Williamson"
Thomas Kemp, University of Wisconsin, Eau Clair

"John B. Davis's "Theory of the Individual" Applied: Two Case Studies; Thorstein Veblen and Joseph Schumpeter"
Timothy A. Wunder, Valparaiso University

"An Application of Institutionalist Value Theory to Politics"
Gladys Foster, University of Colorado

Panel 2: Inequality
Thursday
9:45-11:15

Moderator: William M. Dugger, The University of Tulsa
Discussants: Mayo Toruno, California State University, San Bernardino and Barbara Wiens-Tuers, Penn State, Altoona

"Inequality and Critical Marxism"
Howard Sherman, University of California, Los Angeles

"Inequality, Scarcity, and Abundance"
William M. Dugger, The University of Tulsa and James T. Peach, New Mexico State University

"Locked Out: How Mortgage Market Discrimination Creates and Perpetuates Wealth and Income Inequality"
Reynold Nesiba, Augustana College

Preparing Abstracts

Please submit abstracts in a single Word or rich text format file, separately from your program, along with your program, to the Program Coordinator by December 20.

ALL SECTION ABSTRACTS MUST BE SUBMITTED ALPHABETICALLY, COMBINED BY LAST NAME OF AUTHOR (NOT IN ORDER OF PROGRAM)

The first line should contain the author name.
The second line should contain the author's affiliation.
Repeat these two lines for multiple authors.

Insert a blank line after the author's name and affiliation.

Include the title on a separate line. Use quotes around the title. Do not use underlining or italics.

Repeat this process for each abstract.

Abstracts longer than 200 words will be truncated!

No editing (other than truncating long abstracts) will be done by the Program Coordinator.

A downloadable file containing abstracts by section will be posted to the WSSA website (http://www.wssaweb.com) after the conference. No printed copy of the abstracts will be provided. The Communications Director will notify Section Coordinators when the abstracts have been posted. Section Coordinators should then notify their moderators.

Below is an example of a properly formatted abstract:

Bolduc, Steven R.
Minnesota State University Moorhead

"Ceremonial Encapsulation, Double Diversion, and the Clean Air Act of 1970"

Like much legislative activity of the early 1970s, the Clean Air Act of 1970 reflected a new balance— through creation of a new mechanism for public interest advocacy— between local community control and federal regulatory responsibility. Subsequent amendments reflect increased reliance on free market principles—namely, in the use of emissions permits and the cap-and-trade model. Building on the institutionalist theory of ceremonial encapsulation and drawing on recent work in environmental sociology, in particular William Freudenburg's Theory of Double Diversion, I propose examining how the amendments have undermined the goal of effective ecological protection as well as the legitimacy of the governance process. The argument builds on the idea of a double diversion: corporate and government elites divert to their own use the privileged access to rights and resources and, at the same time, divert the attention of potentially countervailing institutions or otherwise undermine their voice in the policy process.

Sample Call for Papers specifically for your Section (Send in August and October); your own section's graphics may be added, and the WSSA logo may also be added if the WSSA Communications Director approves your Call - send your Call to WSSA.Admin@nau.edu for approval and to receive a WSSA logo.

Economics Association for Institutional Thought [AFIT]

Call for papers, panels and proposals for the Economics (AFIT) Section of the Western Social Science Association's 61st Annual Conference
Portland, OR., USA
April 1-4, 2020
Portland Marriott Downtown Waterfront

Please accept our invitation to participate in AFIT's annual meeting.

AFIT welcomes papers reflecting the tradition and analytical perspective of institutional economics and applications of institutional analysis to current policy issues.
Submissions from economists of other heterodox schools of thought are also welcome. AFIT encourages proposals from graduate students, and it is anticipated that at least one and possibly more panels of graduate student papers will be included in the program this year.

Attached you will find a sample abstract and background information on the
Western Social Science Association.

You must submit your proposal and abstract on the WSSA website at:
http://www.wssaweb.com

Proposals and abstracts must be submitted on-line at the website by December 1, 2019.

Sincerely,

John Hall, AFIT Section Coordinator
Professor of Economics and International Studies
Portland State University
P.O. Box 751
Portland, OR 97207-0751

503-706-5767
hallj@pdx.edu or johnbattailehall@gmail.com

Acceptance Emails

Even though brief automatic emails will go out to participants, when they submit abstracts through the WSSA online submission system, it is important to establish contact with the people who have submitted to your section. Section coordinators should:

(a) send a brief note as soon as they get the paper advising that the submission has been received, not just by the system, but also by the Coordinator;

(b) send acceptance/rejection/referral emails after their weekly examination of the submission database (hard copies of letters upon specific request) after you make the decision on acceptance/rejection/referral;

(c) remind participants of conference and hotel registration dates;

(d) state how the WSSA creates the final schedule for the conference; and

(e) **remind participants of the professional responsibility they have to attend the conference. State that, if some emergency prevents them from attending, they need to notify the Section Coordinator, at least, and preferably the Program Editor, as well.**

Example Acceptance letter:

The ___ section of the Western Social Science Association is pleased to accept your paper for the conference to be held in Portland, OR., USA, from 1-4 April 2020. All conference panels and meetings will take place at the Portland Marriott Downtown Waterfront hotel. I have sent this acceptance letter via e-mail so that you can: a) find out as quickly as possible about the status of your proposal, (b) begin making travel arrangements, and (c) notify the department to which you may have to make requests for your travel funds.

Information about the WSSA conference may be found at: http://www.wssaweb.com/conferences.html

On that website, you will find:

(a) Conference registration form: To appear on the conference program, you must register for the meeting. From the homepage, select Conferences → Portland, OR 2020 → Registration. Scroll down on the web page until you see the "Online Conference Registration" link. Click on the link and you will find the registration form (for both regular registration and the special student and retiree rates). All participants are required to pre-register for the conference. Prior to January 7, 2020, registrants pay a discounted fee; after that date, registrants will have to pay full price; due to increased expenses for on-site registration, there is an additional $50 fee to register on-site. Online registration ends March 17; on-site registration begins at 3:00pm on April 1.

(b) Hotel information: The conference will be held at the Portland Marriott Downtown Waterfront hotel. The web link for hotel reservations will be on the WSSA's website, on the "Conference Overview page, after October 20, 2019.

(c) Information about student paper and poster competitions, and about student travel grants, is provided on our website under the WSSA Awards/Careers tab, at http://www.wssaweb.com/ ;

The opening reception takes place Wednesday evening, April 1, 2020. Conference panels begin on Thursday morning, April 2, and run through 6:00pm on Saturday, April 4. Section coordinators do not draw up the final schedule for presentations. That task belongs to the WSSA's Program Editor, who will not be able provide a draft schedule until around February 22nd. I will pass that draft schedule along as soon as I receive it.

PLEASE NOTE: The WSSA regards the submission of a proposal for consideration as a commitment to attend the conference and present your paper, if accepted. <u>Please confirm your intention to attend by replying to this email</u>. In your reply, please acknowledge that you have received this notice and will participate in the conference. If you find you can no longer attend, you must notify me immediately so I can update the program, in print and/or on the mobile app.

Registration: Online pre-registration begins on September 15, on the WSSA website, at https://www.wssaweb.com/conference-registration.html.
Refunds of registration fees are available to persons who pre-registered for the conference, then learned that their papers were not accepted. Refunds for this reason must be requested within two weeks of notification that the paper was not accepted. Send request, with copy of notification, to WSSA.Admin@nau.edu.

I look forward to seeing you at the conference.
Section Coordinator for WSSA Section on _____

Referral Emails
When you refer someone's paper, please follow-up with them IMMEDIATELY. Send them an email with a section suggestion. It is absolutely critical that we provide them with this information and do so in a timely way. This is why section coordinators need to monitor submissions on an on-going basis.

Reminder letters

When the WSSA confirms the final schedule for the spring conference, you should send out a second e-mail to all participants in your section reminding them of some key points about the upcoming sessions. The e-mails should be sent as soon as the Program Coordinator provides the draft schedule for your section.

A sample e-mail might include references to the following information:

1. For material related to the WSSA conference, please visit http://www.wssaweb.com

2. On the website, you will find:

> a) Conference pre-registration forms: Scroll down on the web page to "Pre- registration." You will find a link to the appropriate form. All participants are required to pre-register for the conference. Although online pre-registration is strongly preferred, there is also a link to a paper registration form, for those who prefer to use physical mail. The paper forms must be received by April 16, 2019, to be accepted.

> b) Hotel information: Portland Marriott Downtown Waterfront. Click on the hyperlink on our webpage, under Conferences → 2020 Portland → Overview for "Link to Hotel Registration"

> c) The text for the printed conference program: see hyperlink on the site, under Conferences → 2020 Portland → Overview

> d) Information about AV in the breakout rooms and WiFi in the hotel, , under Conferences → Audio Visual Information and Instructions

3. Time limits: when you deliver your presentation, please stay within the time limits on the panel. Each panel runs for 90 minutes. If, for example, you are on a panel with four papers, please limit your individual presentation to no longer than 20 minutes (or, eight double-spaced pages of print, maximum. If, for example, you are on a panel with five papers, please limit your individual presentation to no longer than 15 minutes (or, six-seven double-spaced pages of print, maximum.)

4. A table will be provided at the conference on which you may place copies of your presentation text, if you want to do so.

62nd Annual Conference

Portland
Oregon
USA

April 1-4, 2020

Marriott Downtown Waterfront Hotel

Western Social Science Association — Scholarship, Service & Collegiality — Since 1958

Call for Papers

Paper and session proposals are due to Section Coordinators by December 1, 2019. See instructions for submitting on the "Sections & Affiliates" tab of our website, www.WSSAweb.com.

The Western Social Science Association (WSSA)

is committed to multi-disciplinary and interdisciplinary scholarship, service, and collegiality. The WSSA's mission includes fostering professional study, advancing research, promoting the teaching of social science, and encouraging professional exchange across the social science disciplines.

Founded in 1958 as the Rocky Mountain Social Science Association, WSSA now draws on scholars and others in some 32 disciplines, or "sections," from across the United States, and around the world; convenes an annual conference; conducts research competitions for faculty and students; and publishes The Social Science Journal, a juried, quarterly research journal, and WSSA News, the association's quarterly newsletter.

The 2020 conference will be held at the Portland Marriott Downtown Waterfront hotel in Portland, Oregon, USA. A block of rooms has been reserved for those attending the conference, and there will be a link on our website, at http://www.wssaweb.com/conference-overview, for reservations within the conference block.

Please go to our website at http:/www.WSSAweb.com for information on registration, membership, and section coordinators.

2020 Program Coordinator:
Mary Jo Tippeconnic Fox
American Indian Studies, & Gender and Women's Studies
University of Arizona
e-mail: foxm@email.arizona.edu

WSSA Affiliates & Associates

Association for Borderland Studies
Economics (Association for Institutional Thought)
Slavic and Eurasian Studies
Union of Radical Political Economists

WSSA Sections

African-American Studies
American Indian Studies
American Studies
Anthropology
Arid Lands Studies & Geography
Asian Studies
Canadian Studies
Chicano/Latino/Hispanic Studies
Chronic Disease and Disability
Communication Studies
Criminal Justice and Criminology
Economics (General)
Environmental Policy & Natural Resource Management
Globalization and Development
History
Latin American Studies
Mass Communication
Middle East and North Africa Studies
New Zealand and Australia Studies
Political Science
Public Administration
Public Finance and Budgeting
Rural & Agricultural Studies
Social Psychology
Social Work
Sociology
Urban Studies
Women's and Gender Studies

www.WSSAweb.com

Western **S**ocial **S**cience **A**ssociation

Call for Papers
Student Paper Competition

Students can win **$800,** a free one-year subscription to the *Social Science Journal*, and will present their paper at the annual WSSA conference held in April.   WOW, what a deal!

Competition Guidelines

Papers are judged based on

a) advancement of knowledge,

b) appropriateness for a broad social science audience,

c) development and implementation of valid research design,

d) definition and significance of topic,

e) analysis of findings and discussion of their implications and

f) clarity and cogency of writing.

Undergraduate and graduate papers are evaluated separately, and multiple-authored papers will be considered separately if quality papers are submitted.

Authors of high quality papers that are not chosen for the award may be eligible to receive an Honorable Mention Certificate, and a $400 cash award..

Paper Requirements

Papers, including bibliography, tables, figures, appendices and other supporting materials, cannot exceed 25 pages.
This requirement will be strictly enforced; papers longer than 25 pages will not be read. Abstracts and cover sheets are not included in the page count.

All pages must be double-spaced and in 12pt font, with one inch margins.

Papers may not be theses or dissertations previously presented or published, and papers are to be written solely by students; papers co-authored with faculty or post docs will not be accepted.

Authors may wish to consult the *Social. Science Journal's* style guide for formatting information.

Winners of the student paper competition are expected to attend and present their paper in order to receive the check for their prize.

Paper Submission

Paper abstracts must be submitted first to the appropriate conference Section (*found on the "Sections & Affiliates" page of our website,* http://www.WSSAweb.com), via our online submission system, for review by the Section Coordinator for presentation at the conference. Deadline for submission is December 1. Only papers accepted by a Section will be eligible to win the competition.

Abstracts are then to be submitted to the competition, immediately after submission to the Section, via the link found on the "WSSA Awards/Careers" page of our website, under the "WSSA Competitions & Awards" link, at the bottom of the description of the award. Students should not wait to submit to the competition until after notification of acceptance by a Section. The submission to the competition must include an abstract (not to exceed 200 words), that includes the title of the paper but NOT the author(s)/affiliation(s). This abstract will be submitted as part of the online submission form itself.

The actual paper, and the cover letter for it, are to be submitted Dr. William Schaniel - via email to wschanie@westga.edu - on or before February 1, 2020. Email must be identified as WSSA Student paper competition.in the subject line. Competitors must register for the conference, by January 15 of the conference year.

All full-paper submissions must be endorsed through submission of a cover sheet, with the full paper that is signed by both the student and the faculty advisor. Papers without the sponsoring professor's endorsement will not be accepted . The required cover sheet is shown at the end of this Call.