# PAPERS System User Manual

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1. 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 https://papers.aarweb.org. If you find that you still have questions or need support, email us at 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. There are two ways to log in to PAPERS and submit a proposal – (1) with an AAR Account and (2) with a Guest Account.
2.1 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 2020 member. If you were once a member, but have forgotten your AAR Member ID, you can use the Forgotten your AAR Member ID? link to retrieve your ID.

If you know your login information, then click on the “Log In with your AAR Account” button, you will be taken to the 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 sight.
2.2 Logging In with a Guest Account

2.2.1 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 https://papers.aarweb.org, scroll down to the Guest Users box, and click on “Create a Guest PAPERS Account” button. You will be taken to a form to create a new Guest Account in the PAPERS system.

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 2020 Annual Meeting. This is not an application for AAR membership. In order to become an AAR member, please visit the 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 password.

» Reset your Guest PAPERS Account password.
Here, you will create a username, password, and provide contact information, specifically your e-mail address, name, and institution.

In order for you to acknowledge that you would like to create a new account when you click on the green “Create new account” button, you will need to acknowledge that you are not a robot and complete the task.
2.2.2 Logging Back In with a Guest Account

A cookie should save in your browser after the first time you log-in. However, if you see this prompt, 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

Nonmembers whose field is not religious studies or theology (or who absolutely cannot afford membership dues) may request a Proposal Submission Exception by creating a guest account and following the instructions after login. 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 password.

» Reset your Guest PAPERS Account password.
You will be taken to a screen that will allow you to log in with the username and password you created.

2.2.3 Forgot Your Guest Account Password?
Should you forget the password you created, you may reset it by providing your username or e-mail address. Click on the “Request new password” tab.

A new temporary link will be sent to you to reset your password. You can then log into the PAPERS system. Do not forget to change your password to something you will remember!
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 click on their respective buttons including View the Call for Proposals in a browsable PDF, View the Calls for specific AAR Program Units, General Questions about the Call for Proposals, Instructions on Submitting through the PAPERS system, and View Your Proposals or Start a New Proposal.
4. Creating a Proposal

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.
- **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.

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

4.2 Choose Your Program Unit(s)

After selecting the type of proposal, you need to choose the program unit(s) 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 Proposals. 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

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 Wildcard or Exploratory Sessions
To submit a Wildcard Session or an Exploratory Session, begin typing “Wildcard Session” or “Exploratory Session” in the Program Units section. Then select the appropriate choice from the dropdown menu.

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

4.3 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.
Next, you will need to fill in the proposal description. Within the proposal description, you have 7500 characters 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 **double asterisks**. 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).

Then enter an abstract of 1200 characters or less (to be published in the online *Program Book* if your proposal is accepted).
4.4 Adding Papers to Your Papers Session Proposal

*NOTE: If you are submitting a Paper Proposal or Roundtable Proposal, you may skip this section (4.4) and continue to section 4.5. Section 4.4 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 button to add the first paper, following the steps below.
You can then fill out the Paper Title, Description for Program Unit Review, and Abstract. See “4.3 Proposal Title, Description, and Abstract” instructions on page 12 for further details on what the Description and Abstract fields.

Then add the author(s) of the paper (see 4.5.1 Adding Participants (Authors) to Your Paper Proposal on page 16).
Then click the **Add another item** button and the **New content** button to add the next paper.

### 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.

Begin typing their last name, first name 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 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).
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.

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).

4.6 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 60 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.

4.7 Sabbath Observance
Next, let us know about scheduling issues related 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.

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.

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 Program Unit Options
For Papers Sessions and Roundtable Sessions, let us know the preferred session length (90 Minute Session, 2 Hour Session, or 2.5 Hour Session).

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 button at the bottom of the page. This will submit your proposal, but you will be able to edit it until Monday, March 2, 4:59 PM Eastern Standard Time.

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

Dear Proposer’s Name,

Thank you for your proposal for inclusion in the 2020 AAR Annual Meeting:

Lorem Ipsum

We have received your proposal and are reviewing it. Will email you at this address when the review process is completed. Thank you again for the work you put into your proposal.

Sincerely,

Robert Puckett, PhD
Chief Scholarly Engagement Officer
rpuckett@aarweb.org

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.
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.

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 page 13).

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.
Each Program Unit’s page gives its name, Statement of Purpose, 2020 Call 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.