



AMERICAN
ACADEMY
OF RELIGION

PAPERS

User Manual

TABLE OF CONTENTS

Contents

1. Introduction	2
Logging In	2
Welcome Page	2
Reviewing the Calls for Proposals	3
2. Creating a Proposal	4
Choose Your Proposal Type	4
2.1. Creating a Paper Submission	6
2.2. Creating a Papers Session	11
2.3. Creating a Roundtable Session	12
3. Submitting your Proposal.....	17
Submitting to Cosponsored Sessions.....	18
Submitting Special or Exploratory Sessions or Films	19
4. Post-Submission	20
Edits and Paper Additions.....	21

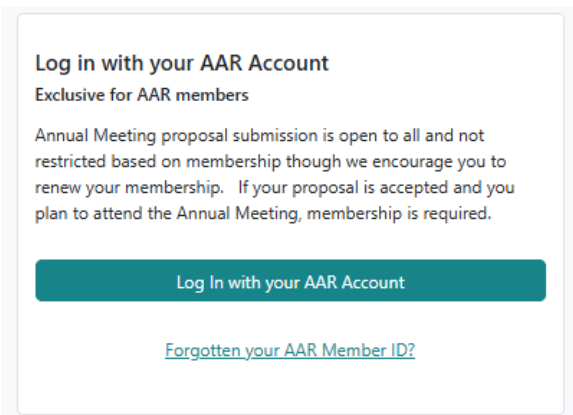
1. Introduction

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 annualmeeting@aarweb.org, and we will do everything we can to help you.

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.



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.

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
 Units – A list of program units, seminars, RSO’s, co-sponsorships, and Other Events (use the “Type” filter to change this list)
[PUC Handbook](#) – The handbook for Program Unit Chairs and Steering Committees

The screenshot shows the top navigation bar with the American Academy of Religion logo and the word "PAPERS". A user profile icon and "Log out" link are on the right. Below the navigation bar, there are tabs for "Home", "Units", "Program Book", and "PUC Handbook". The main content area has a sub-navigation bar with "My Proposals", "Edit", "Participation", and "Units". Under "My Proposals", there is a heading "Choose a proposal type:" followed by three cards:

- New Paper**: A Paper Proposal is a paper written by you, and perhaps co-authored by others. Button: "Create New Paper".
- New Papers Session**: 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. Button: "Create New Papers Session".
- New Roundtable Session**: A roundtable session proposal is a proposal of a complete session, including a presider, a list of panelist, and optionally a respondent. Button: "Create New Roundtable".

Reviewing the Calls for Proposals

To find the Calls for Proposals and more information on the AAR’s Program Units, click on the Units  tab at the top of the page. From there you will be taken to a list of the AAR’s groups, their group type, and the meeting they’re participating in. To see more information on a specific group, click on its name in the list.

The screenshot shows the "Units" page. At the top, there is a navigation bar with "Home", "Units", "Program Book", and "PUC Handbook". Below this, the heading "Units" is displayed. There are three filters: "Title" (a search box with "Search for unit title here"), "Type" (a dropdown menu showing "Program Unit"), and "Meeting" (a dropdown menu showing "- Any -"). A "Search" button is to the right of the filters. Below the filters is a table with the following data:

Title	Type	Meeting
African Diaspora Religions Unit	Program Unit	Annual Meeting 2024
African Religions Unit	Program Unit	Annual Meeting 2024
Afro-American Religious History Unit	Program Unit	Annual Meeting 2024
Animals and Religion Unit	Program Unit	Annual Meeting 2024
Anthropology of Religion Unit	Program Unit	Annual Meeting 2024
Arts, Literature, and Religion Unit	Program Unit	Annual Meeting 2024
Asian North American Religion, Culture, and Society Unit	Program Unit	Annual Meeting 2024
Augustine and Augustinianisms Unit	Program Unit	Annual Meeting 2024

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.

2. 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 groups participate in each meeting. A specific call for sessions will be listed for the groups participating.

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 tempore*) on a common theme.

Use the buttons to make your selection of which type of proposal you will be submitting. Before you can create a papers session, you must create the papers first.

Choose a proposal type:



New Paper

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

Create New Paper



New Papers Session

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.

Create New Papers Session



New Roundtable Session

A roundtable session proposal is a proposal of a complete session, including a presider, a list of panelist, and optionally a respondent

Create New Roundtable

To create a paper, continue to step 2.1.


To create a roundtable session, continue to step 2.3.


2.1. Creating a Paper Submission


To create a papers session, first follow the steps in this session to create each paper.

To create a roundtable session, continue to step 2.3.

Choose a proposal type:


New Paper
A Paper Proposal is a paper written by you, and perhaps co-authored by others.
[Create New Paper](#)


New Papers Session
A Papers Session Proposal is a proposal for a complete session of different papers on a theme, complete with a president, multiple papers, and (optionally) a respondent.
[Create New Papers Session](#)


New Roundtable Session
A roundtable session proposal is a proposal of a complete session, including a president, a list of panelist, and optionally a respondent.
[Create New Roundtable](#)










After selecting “Create New Paper” you will need to provide the title of your proposal.

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.

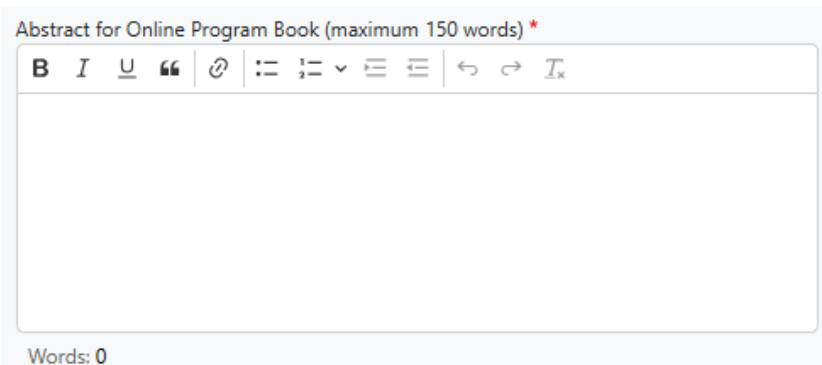
You cannot create footnotes within PAPERS, but you may use end notes (which must be added at the end of your description – there is no separate box).

Description for Program Unit Review (maximum 1000 words) *

B *I* U “ ”         

Words: 0

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) *

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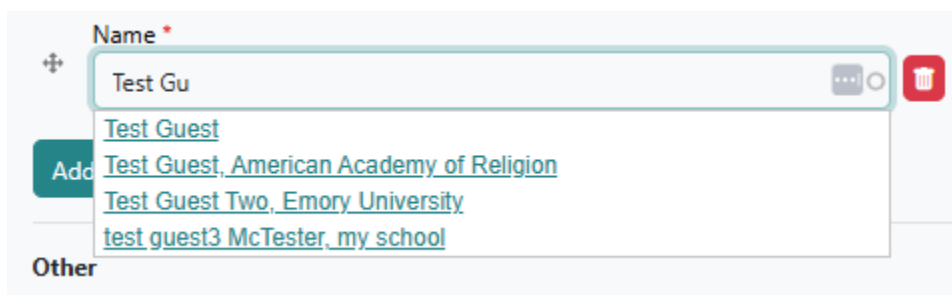
Words: 0

Next add the author(s).

Please include yourself and any co-authors. If there are more than two authors, click the “Add Author” **Add Author** 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.

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



Name *

+ Test Gu

Add [Test Guest](#)

[Test Guest, American Academy of Religion](#)

[Test Guest Two, Emory University](#)

[test guest3 McTester, my school](#)


Other

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

This screenshot shows a single author entry in a list. The author's name is "Test Guest, American Academy of Religion". To the left of the name field is a drag handle icon (four small squares in a cross). To the right are icons for a dropdown menu and a delete button. Below the name field is a teal button labeled "Add Author".

If you cannot find the person you are looking for in the AAR membership database, click “Create Author/Participant” [+ Create Participant](#) link. This will allow you to input the participant’s email, first name, last name, and institution manually.

This screenshot shows the "Create new guest participant" form. It has a title bar with a close button (X). The form contains four input fields: "First Name", "Last Name", "Institution", and "Email". Below the "Email" field is a small note: "The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications." At the bottom right of the form is a teal button labeled "Save".

If you add more than one author, the order of authors 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.

This screenshot shows the "Authors" section. It has a title "Authors" with a red asterisk. Below the title is a search instruction: "Search for an author by 'first name last name, institution'." and a note: "If the author is not in our database you may add them by clicking the 'Create author' link below any empty author field." There are two author entries, each with a drag handle icon (a red circle with a plus sign) to its left. The first entry has the name "Test Guest" and the second has "Test Guest, American Academy of Religion". Each entry also has a dropdown menu icon and a delete button (red trash can) to its right. At the bottom left is a teal button labeled "Add Author".

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 Wi-Fi access may be available in some parts of the convention center, but is not publicly available on 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 an 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 a 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

LCD Projector and Screen Play Audio from Laptop Computer

Other

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

Religious Observance

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

Religious Observance

Friday (all day) Friday evening

Saturday (all day) Sunday (all day)

Sunday morning

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.

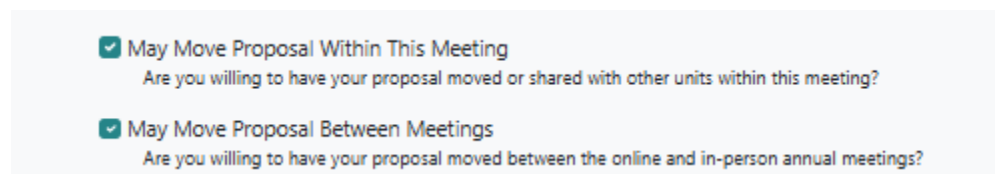
Accessibility Requirements

Wheelchair accessible Other

Proposal Move Selection

Using the Move Proposal checkboxes, you decide if you would like your proposal shared to other units participating in the Meeting you selected above, or shared between units participating in either meeting, regardless of your meeting selection above.

If these boxes are selected, proposals can be moved at the discretion of the unit chairs. Moving your proposal does not guarantee acceptance.



May Move Proposal Within This Meeting
Are you willing to have your proposal moved or shared with other units within this meeting?

May Move Proposal Between Meetings
Are you willing to have your proposal moved between the online and in-person annual meetings?


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.

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.

Saving your proposal

Saving, via the button at the end of the proposal page,  is the first step in submitting your proposal. **Saving your proposal is not a submission.** You must continue to the submission steps to ensure your proposal is submitted.

If you are submitting a single paper not attached to a session, you can now submit your paper. Continue to step 3.

To create a papers session, DO NOT submit the paper. Create all of the papers for the session first, save them without submitting, and then continue to step 2.2.

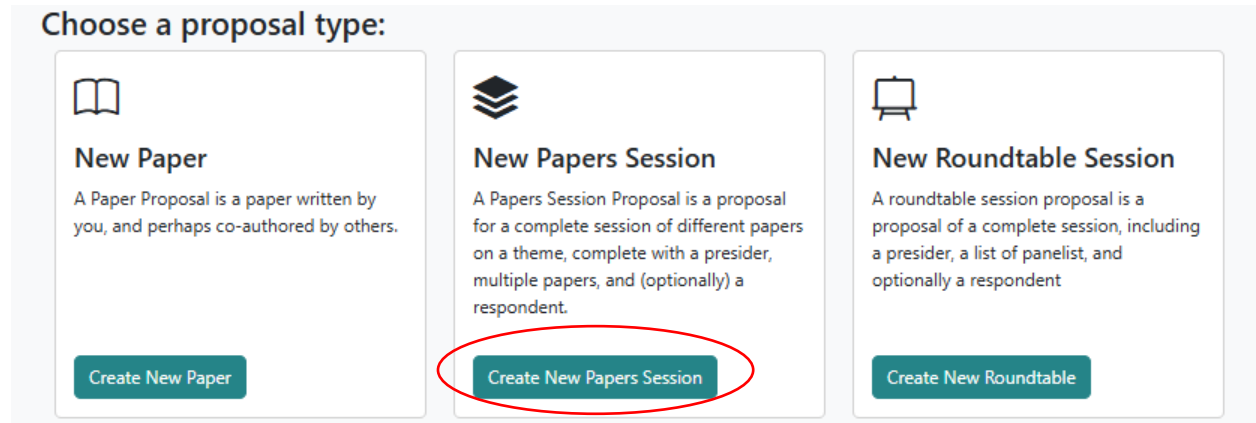
2.2. Creating a Papers Session

This section is only for Papers Session Proposals; if you are submitting a Paper Proposal or Roundtable Session Proposal, you may ignore this section.

Create and save each paper for the session, but DO NOT submit the papers individually.

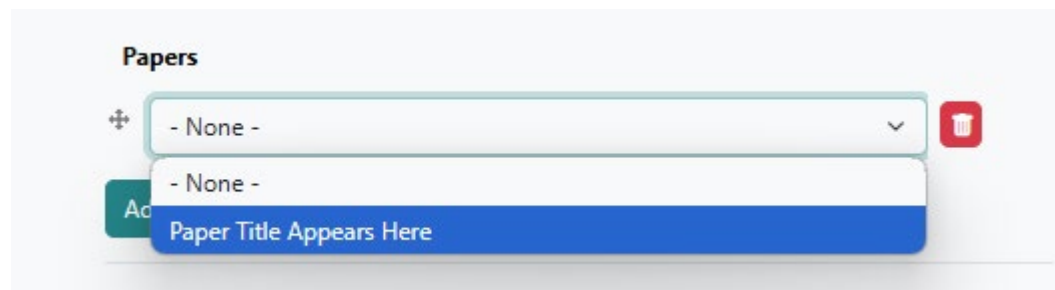
Create each paper and then the “Create New Papers Session”

[Create New Papers Session](#)



Follow the same steps from the above section to complete the title, description, abstract, and other fields.

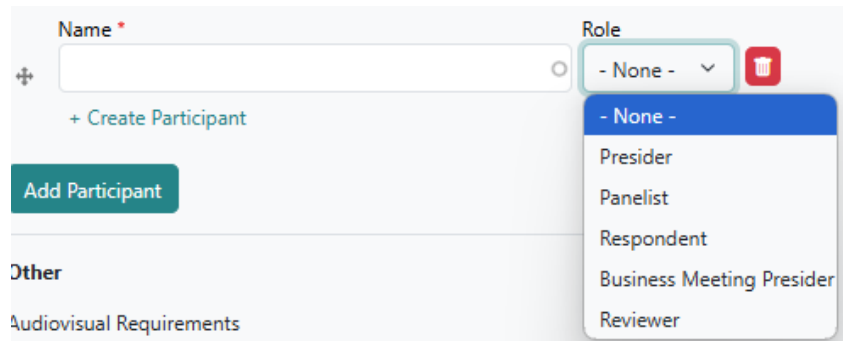
The papers you’ve created will appear in the Papers dropdown menu.




To add additional papers, click the “Add Paper” [Add Paper](#) button, and select the additional titles from the dropdown menu.

Next, you enter information about *some* of the participants in your papers session. *You must list at least one president.* You may also add a respondent and a business meeting president. The roles are chosen through the drop down menu next to the participant

name. Please **DO NOT** enter the authors of the papers in your session, as these are already added in the Papers section above it.




The screenshot shows a form for adding a participant. It has a "Name" field with a plus icon on the left and a "Role" dropdown menu on the right. Below the name field is a "+ Create Participant" link and an "Add Participant" button. The "Role" dropdown is open, showing options: "- None -", "Presider", "Panelist", "Respondent", "Business Meeting Presider", and "Reviewer". Below the form, there are links for "Other" and "Audiovisual Requirements".

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).



The screenshot shows two participant entries in a list. Each entry has a plus icon in a red circle on the left, a "Name" field, and a "Role" dropdown menu. The first entry has the name "Test Guest, American Academy of Religion" and the role "- None -". The second entry has the name "Test Guest Two, Emory University" and the role "- None -".

Complete the rest of the sections and hit save  before continuing to step 3 to submit.

2.3. Creating a Roundtable Session

If you're submitting a paper or papers session, you can skip this section and continue to step 3.

Abstract for Online Program Book (maximum 150 words) *

B *I* U “ ” @ | := ;= v ≡ ≡ | ↶ ↷ *I*_x

Words: 0

Then add the participants.


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 “Role” 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.


Name * Role

+ - None - v 


+ Create Participant

Add Participant

Click the “Add Participant” **Add 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).

	Name *	Role	
	<input type="text" value="Test Guest, American Academy of Religion"/>	<input type="radio"/> - None -	
	Name *	Role	
	<input type="text" value="Test Guest Two, Emory University"/>	<input type="radio"/> - None -	

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 Wi-Fi access may be available in some parts of the convention center, but is not publicly available on 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 an 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 a 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

LCD Projector and Screen Play Audio from Laptop Computer

Other

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

Religious Observance

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

Religious Observance

- Friday (all day)
- Saturday (all day)
- Sunday morning
- Friday evening
- 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

- Wheelchair accessible
- Other

Proposal Move Selection

Using the Move Proposal checkboxes, you decide if you would like your proposal shared to other units participating in the Meeting you selected above, or shared between units participating in either meeting, regardless of your meeting selection above.

If these boxes are selected, proposals can be moved at the discretion of the unit chairs. Moving your proposal does not guarantee acceptance.

- May Move Proposal Within This Meeting
Are you willing to have your proposal moved or shared with other units within this meeting?
- May Move Proposal Between Meetings
Are you willing to have your proposal moved between the online and in-person annual meetings?


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.

Comments

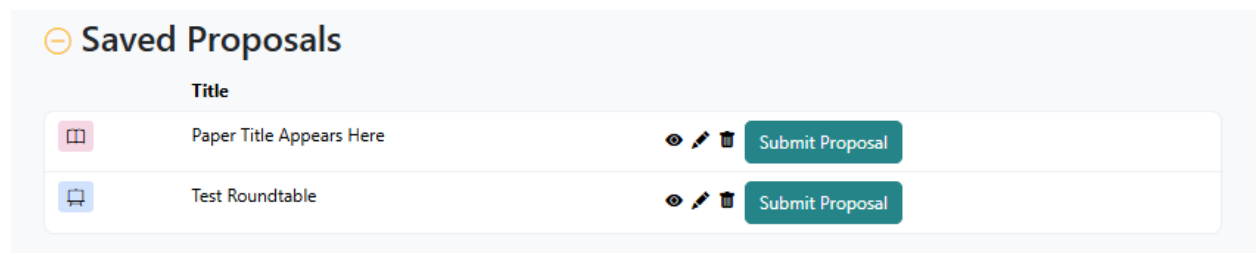
Here you are able to enter any information or special requests the AAR Executive Office needs to be aware of in case your proposal is accepted.

Saving your proposal

Saving, via the button at the end of the proposal page,  is the first step in submitting your proposal. **Saving your proposal is not a submission.** You must continue to the submission steps to ensure your proposal is submitted.

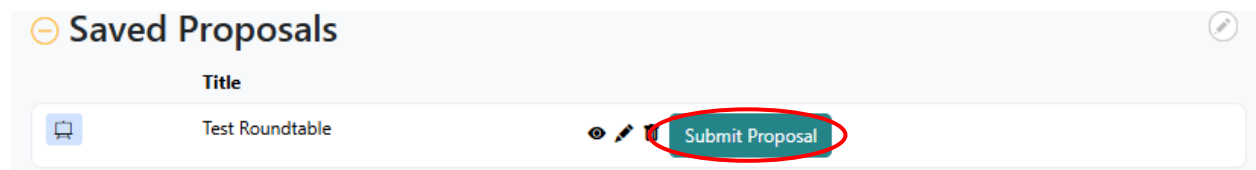
3. Submitting your Proposal

When you have completed your proposal and clicked the “Save” button at the bottom of the page. It will be added to your Saved Proposals on your My Proposals tab.



Next, you will submit your saved proposal to a program unit(s), seminar(s), or Related Scholarly Organization(s).

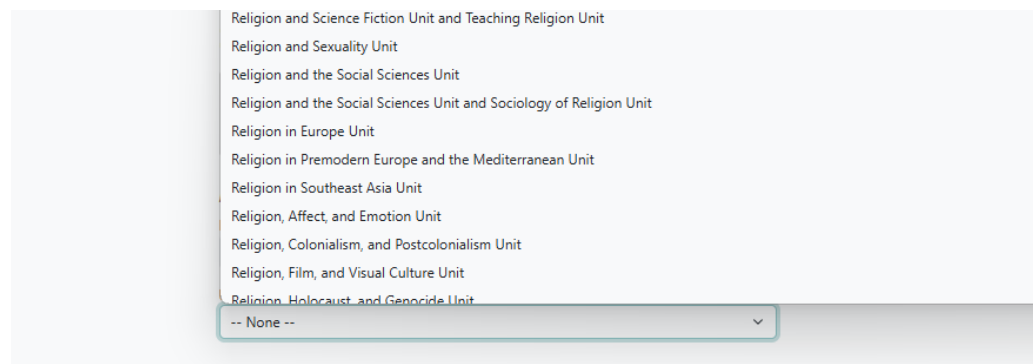
To select a group, first click “Submit Proposal”  next to the proposal you wish to submit.



On the submission page, you will see two submission choice sections. **You are not required to fill out both submission choice sections. You can only submit twice across meetings, so submitting to two units via the submission page means you’ve met your maximum proposals. To submit a separate proposal, only fill in the “primary unit submission choice” section for each of your two proposals.**

From the dropdown menu, select the meeting you want to be considered for, online June or in-person November. The “Unit” dropdown menu will include all the groups participating in your selected meeting.

From the “Unit” dropdown menu, select the group you want to submit to. Please ensure you have reviewed the groups call before you submit. You can review the group’s [page](#) to see if they have issued a call for the meeting you are interested in.



You may also submit the proposal to a second group or second meeting. Co-sponsorships are a separate category explained below.

Submitting to two program units or meetings 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/meetings or two different proposals to two different units/meetings counts as two proposals. Please list program units in the order of preference, primary or secondary.

Submitting to Cosponsored Sessions

To submit to a **cosponsored session** listed in the Call for Proposals, 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.**



Primary Unit submission choice

Meeting

Unit

Secondary Unit submission choice

Meeting

Unit



Primary Unit submission choice

Meeting

Unit

Secondary Unit submission choice

Meeting

Unit

Note: You CANNOT submit a proposal to both a co-sponsored session and one of its constituent sponsoring units or you will get an error:



Primary Unit submission choice

Meeting

Unit

Secondary Unit submission choice

Meeting

Unit

Submitting Special or Exploratory Sessions or Films

To submit a Special Session, Exploratory Session, or Film select the appropriate group from the dropdown menu.

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

South Asian Religions Unit and Theology and Continental Philosophy Unit
 Space, Place, and Religion Unit
 Space, Place, and Religion Unit and Teaching Religion Unit
 Space, Place, and Religion Unit and Tibetan and Himalayan Religions Unit
Special Session

Special Session

Secondary Unit submission choice

Meeting

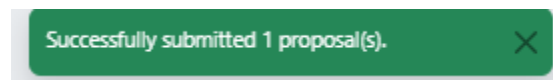
Unit

Exploratory Session

The Program Committee evaluates proposals submitted to Exploratory Sessions, Special Sessions, and Films

4. Post-Submission

After submitting your proposal, you will be taken back to the homepage, and you will see a green box under the Session Title confirming your submission.






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.

On the homepage under the My Proposals tab, you can also review your submitted proposals.

✓ Submitted Proposals

Annual Meeting 2024:

Title	Unit	Status
 Paper Title Appears Here	American Academy of Religion	 In Review 

Edits and Paper Additions

If you need to change anything about your proposal, email annualmeeting@aarweb.org