



## CALL FOR PROPOSALS

**Deadline: March 15, 2006**

The 49th Annual Meeting of the African Studies Association will take place from November 16-19, 2006, at the Westin St. Francis Hotel in San Francisco, CA. The theme is *(Re)Thinking Africa and the World: Internal Reflections, External Responses*. The Program Co-Chairs are John Harbeson (City University of New York) and Elisabeth Mudimbe-Boyi (Stanford University). **Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the ASA website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged. Proposals are due at the ASA Secretariat submitted online or postmarked on or before March 15, 2006. Incomplete hard copy proposal forms will not be forwarded to the Program Committee for review.**

### GUIDELINES FOR SUBMISSION

**Proposing a Paper, Panel, Roundtable, Young Scholar Paper or Poster Session**

#### Requirements for Participation

**Individuals proposing a Paper, Panel Roundtable, Young Scholar Paper or Poster Session must be 2006 members of the African Studies Association.**

**Membership and pre-registration fees or the non-member pre-registration fee must accompany the proposal if the fee(s) have not already been paid.** Prospective

participants who do not reside in the US should contact the ASA if they are unable to submit funds from overseas because of difficulties in obtaining foreign currency. Please note: the imposition of a fee for a US money order does not constitute difficulty in obtaining foreign exchange. Individuals who are resident in Africa may contact the ASA to receive authorization to pay membership and pre-registration fees onsite in San Francisco.

**Beyond the International Visitor Award Program, the ASA does not provide funds for individuals to attend the Annual Meeting.** Contact the Secretariat or [www.africanstudies.org](http://www.africanstudies.org) for more information about the International Visitor Award Program.

**Each individual may make only one presentation:** as a paper presenter, a roundtable participant, a poster session presenter, a discussant, or a co-discussant. Individuals may chair one panel or roundtable in addition to making one presentation. **The online system will not allow the submission of more than one proposal per presenter. All proposals must be submitted online at [www.africanstudies.org](http://www.africanstudies.org). Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals. Incomplete proposals will not be forwarded to the Program Committee for review.**

### Annual Meeting Registration

**Individuals must be pre-registered for the Annual Meeting as an ASA member or as a non-member when the proposal is submitted.** The online system Annual Meeting link will only be accessible to each individual once the requisite fees are paid.

### Refund Policy

During the Fall 2004 Meeting the ASA Board of Directors adopted the policy that the ASA will no longer issue pre-registration refunds of any kind. In Winter 2006, the policy has been amended to issue pre-registration refunds to individuals whose proposals have been declined. Fees are not transferable.

### Letters of Invitation

The ASA can provide Letters of Invitation to assist individuals in expediting visas and securing funding. Requests for a Letter of Invitation should be made online at [www.africanstudies.org](http://www.africanstudies.org) or by sending an email to [asaamc@rci.rutgers.edu](mailto:asaamc@rci.rutgers.edu) with "Annual Meeting Letter of Invitation" in the subject line. **Please request the letter when the proposal is submitted.** Please note: a request requires 4-6 weeks to process. A request for a Letter of Invitation that is received after September 30 will incur a \$25 administrative fee and the individual will pay the cost of any express courier that is requested.

### Proposal Acceptances

The Program Co-Chairs, working with the Program Committee, bear final responsibility for accepting or declining all proposals for the Annual Meeting. The Program Co-Chairs are responsible for ensuring that all papers, panels, roundtables, poster sessions and Young Scholar panels conform to the standards set by the ASA Board of Directors and the Program Committee. The Program Committee has full authority to add or delete presentations on

panels in order to accommodate proposals for individual papers and to enhance the overall quality of the program. Efforts will be made to contact the chair of the panel affected by a change when it is made; however, publication deadlines may take precedence over such notification. All paper proposals, whether submitted individually or as part of a panel, will be reviewed separately.

### Notification

Accepted panels and presentations will be listed in the Preliminary Program, which will appear on the ASA website in July.

### Coordinate Organization Panels and Roundtables

ASA Sponsored Organizations may propose two panels, two roundtables, or a roundtable and a panel to be accepted *without review* by the Program Committee. **All proposals must be submitted online on or before March 15.**

The Program Committee has the discretion to accept panels and roundtables that will be listed in the program as "Sponsored by" provided that the organizing group is an ASA Associate, Affiliate, or Allied Organization.

### Submitting a Proposal

**Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals and may submit a proposal by mail or by fax. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged.**

### Indicating a Sub-theme

All proposals should designate the section for which the proposal is most appropriate. The theme for 2006, (Re) Thinking Africa and the World: Internal Reflections, External Responses, is divided into 21 thematic sections labeled A through U. Please review the theme statement for a listing of the sub-themes. All proposals will be reviewed by the Program Committee member who is responsible for the relevant sub-theme. The Program Committee members make recommendations to the Program Co-Chairs, who bear final responsibility for the composition of the program.

**Each individual who wishes to be considered for participation in the program i.e., as a paper presenter, a roundtable participant, a poster session**

**presenter, a discussant, a co-discussant, or a chair, must submit an online proposal.**

**Incomplete proposals will not be forwarded to the Program Committee for review.**

### Individual Paper Proposals/Poster Session Proposals

**Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals and may submit a proposal by mail or by fax. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged.**

The paper or poster session abstract should consist of a statement about the topic, the nature and extent of the research on which the paper or poster session is based and a brief summary of the main argument(s), up to a maximum of 250 words. The quality of the paper or poster session abstract is the main criterion for acceptance.

The Program Committee will create panels from individual submissions with common themes and identify an individual to chair the panel. Individual proposals may also be added to proposed panels at the discretion of the Program Committee. Each paper co-author must submit an online proposal. Co-authors who are resident in Africa may contact the ASA to receive authorization to pay membership and pre-registration fees onsite in San Francisco. **In no case will a co-author be added after a paper has been accepted by the Program Committee.**

When the paper or poster session proposal is completed to your satisfaction, please remember to click the "Submit" button. A paper proposal will not be submitted to the Program Committee for review unless you have clicked "Submit."

### Non-Attending Co-Authors Residing in Africa

Paper proposal co-authors who reside in Africa and will not be attending the Annual Meeting, but wish to have their names listed in the Final Program may have their membership and pre-registration fees waived. Request for fee waivers can be submitted to the Secretariat Executive Director at [asaed@rci.rutgers.edu](mailto:asaed@rci.rutgers.edu) **on or before March 15.** Individuals who choose to attend the Annual Meeting may contact the ASA to receive authorization to pay the pre-registration fee on-site.

## Panel Proposals

**Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals and may submit a proposal by mail or by fax. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged.**

A panel typically has a chair, up to four paper presenters, and a discussant. A panel proposal consists of the abstract for the panel that is submitted by the panel chair, who also lists the name of each prospective presenter. The panel abstract should consist of a statement about the topic and a brief summary of the main argument(s) to be explored, up to a maximum of 250 words. The quality of the panel abstract is the main criterion for acceptance; a panel with a weak abstract is unlikely to be accepted. Two or more weak paper abstracts may eliminate the panel altogether. The Program Committee may add individual papers or discussants to proposed panels.

**PLEASE NOTE:** The panel chair must submit the panel proposal **first**, indicating the names of the prospective panel presenters. Once the panel chair has submitted the panel proposal, the prospective individual presenters may go online to submit the paper proposals. If a paper proposal is submitted **before** the panel chair has submitted the panel proposal, the paper will be placed on a panel that has been created by the Program Committee.

A panel proposal must include all "Paper Proposal" submissions before the panel can be submitted by the chair. Please remind your presenters to pay membership and pre-registration or non-member pre-registration fees and submit their "Paper Proposal." If all presenters have not paid the required fees and submitted a "Paper Proposal" the panel cannot be submitted for review by the Program Committee. Please check your panel proposal online periodically to ensure the panel is "complete" with all paper proposals submitted. When the panel is complete, you may click the "Submit" button to submit the panel proposal to the Program Committee for review. Reminder e-mails will be sent periodically. If you would like to submit the panel even though all the presenters have not submitted a paper proposal, you may delete the name of the individual(s) until you have a complete panel.

## Roundtable Proposals

**Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals and may submit a proposal by mail or by fax. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged.**

A roundtable typically consists of a chair and approximately four presenters. A roundtable proposal consists of the abstract for the roundtable that is submitted by the roundtable chair, who also lists the name of each prospective presenter. The roundtable abstract should consist of a statement about the topic and a brief summary of the main argument(s) to be explored, up to a maximum of 250 words.

The quality of the roundtable abstract is the main criterion for acceptance. A roundtable with a weak abstract is unlikely to be accepted.

A roundtable proposal must include participants who have paid the necessary membership and pre-registration or non-member pre-registration fees. If all participants have not paid the required fees the roundtable cannot be submitted for review by the Program Committee. Please check your roundtable proposal online periodically to ensure that it is "complete" with all participant fees paid. When the roundtable is complete, you may click the "Submit" button to submit the roundtable to the Program Committee for review. If you would like to submit the roundtable even though all the presenters have not paid the necessary fee(s), you may delete the name of the individual(s) until you have a complete roundtable. Reminder e-mails will be sent periodically.

## Young Scholar Initiative

**Individuals who reside in Africa will be mailed a hard copy of the Call for Proposals and may submit a proposal by mail or by fax. All other individuals are required to submit proposals online at [www.africanstudies.org](http://www.africanstudies.org) beginning in January. Watch the website for details. Hard copy proposal forms received from individuals residing outside of Africa WILL NOT be acknowledged.**

The *Young Scholar Panels* are designed to highlight research in progress and reports from the field. Graduate students will be scheduled to make 15-minute presentations on panels chaired by senior scholars. Proposals submitted for participation in the young scholar panels

must be identified at the time of submission. The ASA Board of Directors established the *Graduate Student Paper Prize* for the best graduate student paper presented at the previous year's Annual Meeting. All papers presented by graduate students at the Annual Meeting are eligible for the prize, which is awarded at the subsequent Annual Meeting. The editors of the *African Studies Review* will coordinate an expedited peer review process for the prize-winning paper. Graduate students may submit the papers with a letter of recommendation from their advisor postmarked on or before January 15 to: African Studies Association, Graduate Student Paper Prize Competition, Rutgers University, Douglass Campus, 132 George Street, New Brunswick, NJ 08901-1400, or emailed as an attachment to [members@rci.rutgers.edu](mailto:members@rci.rutgers.edu).

#### **Volunteer Chairs and Discussants**

Individuals may volunteer as a chair or a discussant of a panel that has been created by the Program Committee. Volunteers must pay membership and pre-registration fees or non-

volunteers on the Annual Meeting Program as appropriate. The role that is assigned by the Program Committee cannot be changed. The ASA does not guarantee that all volunteers will be selected to participate. Volunteer chairs may not chair any other panel or roundtable. Volunteer discussants may not participate on any other panel or roundtable. Volunteers may submit their name for consideration online at [www.africanstudies.org](http://www.africanstudies.org) on or before **March 15**.

#### **Audio Visual Equipment**

The ASA provides the following complimentary A/V equipment: a slide projector, two slide projectors, an overhead projector, or a TV/VCR. Poster session presenters may also request a chalkboard or a corkboard. **AV equipment must be requested at the time proposals are submitted.** Failure to request A/V equipment will result in the individual having to rent the equipment at considerable personal expense through the on-site AV vendor. **PLEASE NOTE: LCD projectors WILL NOT be provided.**

#### **Checklist for an Individual Proposal**

- Pay membership and pre-registration fees; the online Annual Meeting link will then become accessible through the individual's database record.
- Enter the abstract, up to a maximum of 250 words.
- Indicate if the proposal is for a poster session or a Young Scholar Panel. If it is part of a panel, the panel chair must list your name on the panel proposal **FIRST**, before you submit your proposal
- Indicate a sub-theme.
- Select A/V, including "none." Note: this is the only opportunity to select A/V.
- Be sure to click "Submit."

#### **Checklist for a Panel Proposal**

- Pay membership and pre-registration fees; the online Annual Meeting link will then become accessible through the individual's database record.
- Enter the panel abstract, up to a maximum of 250 words.
- List the names of the prospective panelists. Note: each panelist must then complete an online paper proposal.
- Indicate a sub-theme.
- Be sure to click "Submit."

#### **Checklist for a Roundtable Proposal**

- Pay membership and pre-registration fees; the online Annual Meeting link will then become accessible through the individual's database record.
- Enter the roundtable abstract, up to a maximum of 250 words.
- List the names of the prospective participants. Note: each participant must pay the necessary membership and pre-registration or non-member pre-registration fees.
- Indicate a sub-theme.
- Be sure to click "Submit."

## African Studies Association Style Guidelines

Please print out these Style Guidelines for reference when completing your Annual Meeting proposal. Please note that Preliminary Program and the Final Program is generated directly from ASA ONLINE. The information that you provide for the spelling of your name, your institutional affiliation, and the title of your paper/poster session/panel/roundtable proposal is exported to the Annual Meeting registration badges and the Preliminary and Final Programs exactly as it has been typed.

### General Guidelines

All information should be provided in English and use the American convention, i.e., "color," "customize," "program," etc.

Begin all the key words in the title with upper case letters, i.e., The Future of Africa

A decade should be referred to as "the 1960s" or "the sixties." A span of years cited within a single century should appear as "1978-79" not "1978-1979"

Indicate the title of a book with quotation marks, i.e., "" and the Future of Africa

Multiple Part Panel/Roundtable proposals should be indicated in the title using Roman numerals, i.e., The Future of Africa, Part II

### Abbreviations

Abbreviate "University" as "U"

Abbreviations and acronyms should not carry a period, i.e., U, UCLA, UNESCO

"Circa" should be abbreviated "ca."

Do not use symbols, i.e., "&" should be spelled out as "and"

State universities with multiple campuses should use a hyphen without spaces between the state and the campus, i.e., U of California-Berkeley or U of Wisconsin-Madison

### Punctuation Guidelines

Do not place quotation marks at the beginning and/or the end of the title, i.e., The Future of Africa

Do not place a period at the end of the proposal title, i.e., The Future of Africa

Punctuation should be placed inside quotation marks: ," and ." etc.

Single quotation marks (') should be placed within double quotation marks (")

Use serial commas, i.e., The Future of Africa and the Experience of Men, Women, and Children

### Registration Badges

Enter your name and affiliation exactly as you would like to have it appear on the registration badge:

John Q. Public, John Public, Johnny Public, etc.  
Smithsonian Institution or Smithsonian

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