

Abstract Submission Instructions for the SAH 2015 Annual Conference in Chicago

Register First

- 1) Visit the 2015 Annual Conference webpage at sah.org/2015 and click on the link to submit an abstract.
- 2) You will be redirected to a login screen for the abstract submission. You **MUST** register your basic information if this is your first visit to the site. There is a link to click in the red box for initial registration. Fill in the basic information form (email, name, address, phone, etc.).
- 3) You will receive an email confirmation and login information—please make sure it is accurate.

Abstract Entries

Log on to the SAH abstract submission as outlined in steps 1 and 2 above. Choose “click here for new submission.” Only one abstract per author or co-author may be submitted. Abstracts should define the subject and summarize the argument to be presented in the proposed paper. The content of that paper should be the product of well-documented original research that is primarily analytical and interpretative rather than descriptive in nature. Papers cannot have been previously published or presented in public except to a small, local audience. All abstracts will be held in confidence during the review and selection process, and only the session chair and General Chair will have access to them.

Abstracts must follow the Chicago Manual of Style.

Title: Please capitalize per the Chicago Manual of Style, do not use all caps. **Maximum number of characters including spaces: 65**

Abstract: Copy and paste the text of the abstract. Only include the abstract—do not repeat the title of your abstract, name or session chair in this field. No images or footnotes. **300 words max.**

Permission: Please check the box to allow for online and print publication of your abstract.

Affiliations: Please indicate your affiliation (academic, business, foundation, etc.).

Independent scholars list as Independent Scholar. If there are two authors for a paper, an additional affiliation field for the second author can be created by clicking the red “ADD AFFILIATION” button. Please enter only one affiliation per author.

Authors: Enter in the author information (two authors max). Be sure to match the author to the correct affiliation from above using the drop down box.

Additional Information: Please provide accurate and current (for duration of Annual Conference) contact information.

Paper Session: Select the appropriate session for consideration of your abstract.

Verification of Submission: You must check this box to confirm/accept the terms.

Schedule: Enter using the dropdown box.

After hitting send, you can print a copy of your data that was submitted. You can modify your abstract and data anytime up until the close of submissions on Friday, June 6, 2014, at 11:59 p.m. Central Time.

Send via email your CV in a PDF or word document to the appropriate session chair and to the SAH office (beifrig@sah.org). If you submit an abstract to the Open Session, send your CV to the SAH office only.

All session chairs have the prerogative to recommend changes to the abstract in order to ensure it addresses the session theme, and to suggest editorial revisions to a paper in order to make it satisfy session guidelines. It is the responsibility of the session chairs to inform speakers of those guidelines, as well as of the general expectations for participation in the session and the Annual Conference. Session chairs reserve the right to withhold a paper from the program if the author has not complied with those guidelines.

Please note: Each speaker is expected to fund his or her own travel and expenses to Chicago. SAH has a limited number of partial fellowships for which Annual Conference speakers may apply. However, SAH's funding is not sufficient to support the expenses of all speakers. Each speaker and session chair will register and establish membership in SAH for 2015 by August 30th to show their commitment for the 2015 conference and pay a non-refundable fee equal to that of the conference registration fee.

Please direct all inquiries to Beth Eifrig at beifrig@sah.org.