

## Single Paper Proposal Submission Walkthrough

Thank you for submitting a Single Paper Proposal to the 2019 International Conference of Europeanists, hosted by the Council for European Studies. This document will provide a step-by-step walkthrough of how to create and submit a Single Paper Proposal for the conference. If you have any further questions, please reach out to us at [events@ces-europe.org](mailto:events@ces-europe.org).

### *Logging in to the Conference Portal*

To log in to the new portal for the Conference, go to <https://ces-columbia.secure-platform.com/a>. You will see the following screen:

The screenshot shows the login page for the 26th International Conference of Europeanists. The page has a blue header with the text "COUNCIL FOR EUROPEAN STUDIES". Below the header, there are two navigation buttons: "HOME" and "CREATE ACCOUNT", with "CREATE ACCOUNT" highlighted in red. On the left side, there is a login form with the following fields: "Email Address \*" and "Password \* lost password?". There is also a "remember me" checkbox and a "Login" button. On the right side, the page title is "26th International Conference of Europeanists - Call for Proposals" with the subtitle "Sovereignties in Contention: Nations, Regions and Citizens in Europe" and the dates "June 20-22, 2019". There are two buttons: "Click Here to Submit a Paper or Panel Proposal" and "Click Here to Submit a Mini-Symposium". Below these buttons, there is a paragraph of text about sovereignty and a "Login" button.

If you have not yet created an account in the portal, click “Create Account”, highlighted in red above. If you have already created an account, log in with the credentials you set in the login form on the side of the screen.

*Continued on next page*

If you click “Create Account”, you will see the following screen:

2019 International Conference of Europeanists

Login

Create a New Account

Email Address \*

Password \* [lost password?](#)

remember me

Login

Email Address \*

First Name \*

Last Name \*

Institution \*

Title \*

Fill out all the fields in the column to the right, scrolling all the way down. When you have filled in all your information, click “Register” to create your account. You will be returned to the Conference log in page.

Once you are logged in, click the button highlighted below:

**26th International Conference of Europeanists - Call for Proposals**  
**Sovereignties in Contention:**  
**Nations, Regions and Citizens in Europe**

June 20-22, 2019

[Click Here to Submit a Paper or Panel Proposal](#)

[Click Here to Submit a Mini-Symposium](#)

Sovereignty is at the crux of current developments in Europe and at the center of political debate—of which the 2016 referendum on Brexit is just one example. The claim to regain *national* sovereignty vis-a-vis EU policy-making is common to populist movements throughout Europe today, and it currently dominates the rhetoric of the national governments of Hungary and Poland as well. Anxieties about sovereignty are also key to understanding the demands put forward by *regional* entities such as Scotland, Catalonia, and Lombardy.

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You will see the following screen:

## 2019 International Conference of Europeanists

Welcome → [Submission Information](#)

### Submission Instructions

Welcome to the Submission Portal for the 2019 CES Conference in Madrid. To submit a paper proposal, you will need a title, abstract, and author information. To submit a proposal for a paper panel, book panel, or roundtable, you will need a session title, abstract, and participant contact details, as well as the appropriate paper information if you are submitting a paper panel.

To begin, enter the submission title, your e-mail address, and your full name below. Then click on "Save and Next" to move through the steps indicated in navigation tabs above. If at any point in the submission process you wish to go back or make a change, simply click on the appropriate step in the sidebar.

### Submission Type \*

  
  
Book Panel  
Paper Panel  
Roundtable  
Single Paper 

Software

Click the "Submission Type" drop down field and select "Single Paper." Click "Save and Next" to move on with your application.

On the following screen, you will enter some basic information about your submission, as well as indicate whether you would like to associate your submission with a CES Research or Sponsoring Network.

*Continued on next page*

**Submission Title \***

**Submitter Email Address \***

**Submitter Full Name \***

**Research and Sponsoring Networks \***

If you are a member of CES research network or a sponsoring network and would like your proposal to be associated with that network, please indicate your affiliation below (You may only choose **one** network).

- Alliance
- European Culture
- European Integration and Global Political Economy
- Gender and Sexuality
- Historical Study of States and Regimes (History of Democratization)
- IASGP (International Association for the Study of German Politics)
- Immigration
- Political Economy and Welfare (formerly Industrial Relations, Skill Formation and Welfare State Policies)
- Political Parties, Party Systems and Elections
- Radicalism and Violence in Europe
- Social Movements
- Territorial Politics and Federalism
- Transnational Memory and Identity in Europe
- None of the above

Prev

Save

Save and Next

Click "Save and Next" to continue.

*Continued on next page*

On the next screen, you will enter an abstract for your submission. The abstract must be 250 words or less.

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## 2019 International Conference of Europeanists

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### Submission Abstract \*

To submit your abstract of no more than 250 words, type or copy text into the box below.

Word count: 0 / 250

Prev

Save

Save and Next

Click "Save and Next" to continue.

*Continued on next page*

On the following screen, you can choose your submission's Disciplinary and Substantive Tags:

### Disciplinary Tags:

Please select two Disciplinary Tags. The first will be your submission's **Primary Discipline**, the second your submission's **Secondary Discipline**.

#### Primary Discipline \*

#### Secondary Discipline \*

### Substantive Tags

Please **select up to five Substantive Tags** that accurately reflect your session's content by checking the boxes.

- Aging and the Life Course
- Agriculture and Food
- Authoritarianism
- Central Europe
- Comparative Political Institutions
- Crime, Law, and Deviance
- Cultural History
- Diplomatic History
- Eastern Europe
- Ecology and Environment
- Economic History
- Elections and Electoral Politics
- Emotions
- Energy Policy

You may select up to five Substantive Tags. If more than five are selected, your submission will be blocked.

Click "Save and Next" to continue.

On the next screen, you will have the chance to add authors to your paper proposal. If you are one of the authors, be sure to add yourself.

To add an author, click the "Add Author" button, highlighted in red below:

*Continued on next page*



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### Add Authors

To add authors to your paper, enter the presenting author's email address or last name in one of the search boxes below. This will search our database and locate the author's information if it is already on record. If the desired person is not already on record, you may enter his or her information in the table below.

#### Paper Authors \*

Authors	Action
No Authors have been added. Click on Add Author below.	

Add Author

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Save

Save and Next

A new set of fields will appear. If you choose, you may use the search fields (highlighted in red below) to search our database for authors to add to your paper. You may search by name or email address.

#### Search for Authors Currently in Our Database

Email

Name

First Name \*

Middle Name

*Continued on next page*

If the author you are looking appears in the list of search results, click their name. Their information will automatically appear in the author table above.

### Search for Authors Curr

  

- Gertha Standridge
- Theola Mechem
- Evelyn Henshaw
- Letha Kromer
- Gertha Standridge

### Paper Authors \*

Authors	Action
 First Name: Letha   Last Name: Kromer   Rank: Post-Doc	<a href="#">Edit</a>   <a href="#">Remove</a>
Email: lkromer@example.com   Phone: (470)225-7614   Institutional Affiliation: Yale University   Title: Researcher   Country: United States of America	

Add another Author

If your search does not return a match, or you would like to enter a new author, you may fill out the author fields yourself. When you have completed all author fields, click “Add” to add them to the author table.

*Continued on next page*



**First Name \***

**Middle Name**

**Last Name \***

**Rank \***

**Email Address \***

**Phone Number**

**Institutional Affiliation \***

**Title/Position \***

**Department**

**Country \***

Cancel

Add

You may add up to ten authors for a Single Paper Proposal. When you have finished adding authors, click "Save and Next" to continue.

*Continued on next page*

On the next screen, you may enter any special requests you may have for your submission:  
When

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### Requests

Please enter any scheduling request or other special requests below. Scheduling requests may include both preferred times or dates when you are not available. All scheduling requests must be received by midnight on December 31st, 2018.

#### Scheduling Requests

#### Special Requests

All session rooms will be provided with a PC laptop loaded with PowerPoint and a projector. If you require any additional audio or visual equipment, please note it here. Also use this field to note any special accessibility needs.

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Save

Save and Finalize

When you have finished entering your requests, click “Save and Finalize” to submit your Single Paper Proposal. If you are missing any required fields, you will be redirected to them, and the missing field will be highlighted in red.

You will be notified by December 2018 if your Single Paper Proposal is selected for the 2019 CES Conference in Madrid. Thank you for your submission!