Guidelines for Preparing Abstracts for NAISA

(Updated July 2016)

Categories under which Abstracts may be submitted:

- **Individual Paper**
- **Panel**
- **Roundtable**
- **Film Screening**

GENERAL GUIDELINES/CONSIDERATIONS

No Double-Dipping
A person's name can only appear in one abstract submitted for consideration.
A participant within a panel or roundtable (presenter or discussant) may Chair the panel/roundtable. A Commentator (discussant) for a panel may not present a paper within that panel, but that person may Chair the panel. The only exception to this rule is when the NAISA Program Committee recruits someone accepted to the Program to Chair a session organized by the Program Committee.

Title: 120 character limit.
Does your title succinctly describe the topic of your presentation?
The audience depends upon the title when choosing to attend papers/sessions. NAISA Council has received consistent feedback that titles that do not describe a paper or session make it difficult to choose what sessions/papers to attend. For the 2017 meeting, Council hopes to make abstracts accessible online.

Abstract: 250 word limit.
Does your abstract answer the following **questions**?
What is this paper/session about? **Who** are the players? **When**? **Where** is/are the geographic context(s), if applicable, to which your paper speaks? **How**? (what methods are used?) and **Why** are the question or inquiry or conclusions important? State your findings / conclusions explicitly; it helps the Program Committee evaluate your proposal, and Program readers decide on which papers/sessions to attend.

Does your abstract begin with your **topic** / focus / question?

Indicate clearly what you plan to argue/show/demonstrate. If there is necessary background or contextual information, put it at the end.

Terms: do you use discipline- or area-specific jargon or terminology?
NAISA is broadly interdisciplinary, international, and includes community-based as well as academic-based scholars. Try to avoid or explicitly define special terminology.

Can your paper be presented in **20 minutes**?
Presenting the ideas encompassed by an entire book manuscript or dissertation project is not possible in 20 minutes. If you are working on a large project, identify a chunk of it for a paper presentation. It takes two minutes to read a double-spaced page: twenty minute paper = ten pages, no more.

Is the **scope** of your presentation appropriate to the venue?
Professional meetings are not an appropriate venue to present class papers that survey the scholarship within some academic field, unless some substantively new or creative interpretation is presented. The NAISA Program Committee has been skeptical of proposals that claim to survey all of American Indian/Native/First Nations/Indigenous Studies conceptually, methodologically, ethically, or otherwise.

To sum up: Is your abstract scholarly, focused, substantive, and descriptive?

Topics & Methods:
Because of NAISA's interdisciplinary and international character, the Program Committee welcomes a very broad range of topics and approaches. If prior Programs have not included your area or topic, please do not be discouraged from submitting an abstract. NAISA is always working to expand our coverage of issues of import to Indigenous Studies and to Indigenous peoples. Community-driven research is encouraged.

INFORMATION ON THE PROPOSAL TYPES

Individual paper presenters are allocated **20 minutes**.
The Program time slots are scheduled for **one hour and 45 minutes**. If you are preparing a proposal for a **Panel**, **Roundtable**, or **Film Screening**, please plan to fit within this time limit.
If you are organizing a proposal for a **Panel**, you might consider the following possible combinations:
(1) 3 papers (20 min. each) + Commentator (20 minutes) + approximately 20 minutes for audience questions and discussion;
(2) 3-4 papers, NO Commentator, audience discussion;
(3) Time might be scheduled for introductory remarks by Chair.

Panel Proposal:
A panel brings together 3 to 4 scholars, with a Chair and hopefully a Commentator, to present developed papers. A commentator who discusses the papers is recommended, but not required. The Chair briefly introduces each presenter; keeps each presenter on time; and moderates discussion/questions from the audience at the conclusion of the session. A Chair may also present a paper, but they or someone else on the panel must monitor their time. The Commentator may not present a paper as part of the panel.

The Program Committee encourages organizers to recruit Chairs who are well established in the field of scholarship the panel addresses, especially if there are graduate students on

the panel, as a way for senior and junior colleagues to get to know one another. Because NAISA meetings facilitate interdisciplinary and international cross-fertilization of ideas, the Program Committee discourages proposed panels composed entirely of people from the same program/department/ institution. Use this opportunity to put together a panel that mixes junior and senior scholars, graduate students and others, and scholars from different institutions, communities, disciplines, and nations.

No more than two panels can be included in proposals for linked sessions.

Roundtable Proposal:
A Roundtable brings together a group interested in some defined topic of discussion, and opens that discussion up to include the audience.

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Film Screening Proposal:
A film proposal without people to speak about the film does not qualify for presentation at the conference. Screenings should include commentary by the producer, director, actors, those who can provide scholarly context for or interpretation of the film, and/or those who teach the film in classes.

The proposal needs to indicate how long the film is. The film and discussion by preferably more than one commenter

The Program Committee is open to suggestions for alternative formats for creative and scholarly presentations at the annual meeting. Please contact the NAISA Council to submit your ideas. Go to naisa.org for contact information.

IN CASE OF AN EMERGENCY REQUIRING WITHDRAWAL FROM THE PROGRAM

- When you submit an abstract proposal, you are making a professional commitment to attend the conference if your abstract is accepted.

- If a presenter who has been accepted to the Program is not able to attend the meeting, please contact the CONFERENCE ORGANIZERS as well as the session CHAIR as soon as possible.

- Of course emergencies happen, but the rate of late cancellations and no-shows has become an issue of serious concern at NAISA meetings. In the last week before the annual meeting, panels have been left with only one presenter. The Program Committee sympathizes with funding challenges, but withdrawals from the

Program for other than emergency reasons, especially at a late date, seriously impact your colleagues within your session and the audience.

- See the conference website or Registration website for directions and deadlines for requesting a refund of the Registration fee.