Proposal Submission Guidelines for ICA-SUV Annual Conferences

ICA-SUV uses a peer review system in which the members of the Review Committee are identified but the Committee members do not have access to any information to identify who submitted the proposal. This is to ensure that the review process is transparent and impartial and that presenters meet professional standards of the archives field.

Review Guidelines and Proposal Submission Guidelines are available on the ICA-SUV website, the relevant conference website, and will be referred to in any calls for submitting paper proposals. Guidelines will be available in ICA's official languages, English and French, and in as many other languages as possible.

1. A) Proposals must be at least 250 and no more than 300 words. A bibliography of at least two items needs to be included and will <u>not</u> count towards the 250-word minimum.

    B) The proposal must be sent by e-mail in either Word (.doc), in Rich Text (.rtf), or plain text file(.txt) format.

    C) The proposal must include complete contact information (name, institution, postal address, and e-mail address).

    D) Proposals must be submitted in English <u>or</u> French, the two official ICA languages.

2. Members and Chair of the ICA-SUV Review Committee may not submit proposals. Proposals regarding papers that have already been presented at another ICA conference will not be accepted.

3. Proposals should analytically address one of the themes/questions stated in the *Call for Papers*. Proposals should indicate which conference theme/question they address. If a proposal focuses on a particular case study or project, it should demonstrate how these will help further archival theory and/or practice.

4. Proposals must be submitted by e-mail to the specified e-mail account before the published deadline. Proposals arriving <u>after</u> the deadline will <u>not</u> be accepted.

5. The Review Committee will provide an e-mail response <u>promptly</u> to acknowledge receipt of all submissions.

6. When submitting a proposal, the author should ensure that the text is comprehensible in either French or English; language issues that affect the reviewers' ability to understand the proposal may be a factor in rejecting such a proposal.

7. The Review Committee's decision on each proposal will be reported to the submitter via e-mail, and the list of approved proposals will be announced on the ICA-SUV conference website or ICA-SUV website if the conference website is not up yet, at least 4 months before the annual conference. If an accepted presenter needs an official invitation letter in order to participate at the conference, the Programme Committee will send such letters upon request (this might be necessary in order to obtain visas).

Approved by Section Bureau, 1 December 2010