

Conference on Faith and History

Conference Paper Guidelines

Individual Paper Proposal Guidelines

Prospective paper presenters should submit a 100-300 word abstract of their proposed paper presentation. Proposals must be emailed by the deadline to the conference chairs as Microsoft Word attachments. The attached documents should include the name of the presenter, their email address (it is necessary to have these typed out on the proposals themselves), their academic affiliations (if applicable), and the proposal abstract. The abstract should include a paper title, a tentative thesis, and a tentative description about how the thesis will be supported.

Panel Proposal Guidelines

Panel proposals including 3 paper presenters, 3 paper presenters and 1 commentator, or 2 paper presenters and 1 commentator may be submitted. Panel proposals should include a title linking the presentations, a 100-300 word abstract briefly outlining the subject of the panel and briefly describing each paper presentation, titles for each of the individual presentations along with the name of each presenter, their email address, and academic affiliation (if applicable), and a suggested name for the panel chair along with their email address and academic affiliation (if applicable)

Please see the time expectations for paper presenters on a traditional 3-paper panel (under ***Paper Presentations***) and time limits for papers with commentators (under ***Commentator Guidelines***).

Paper Presentation Guidelines

Each presenter is expected to read a 15-20 minute paper, allowing for 15-20 minutes at the end of each session for questions and comments. It is critical that paper presentations do

NOT exceed 20 minutes, as equal time must be allowed for each paper presentation as well as for comments/questions at the end of each session. If a presenter has not finished by the 20 minute limit, the session chair will pass a warning note to the presenter. If the presenter still has not finished by 22 minutes, the chair will intervene and stop the presenter so that the next paper may proceed.

In general, a normal-font (such as Times New Roman 12), double-spaced paper of 9-12 pages will take approximately 15-20 minutes to read, depending on the reading style of each presenter. Please be aware that long quotes read the same as any other paragraph. Thus, if long quotes are included, they should be double-spaced with normal margins to insure appropriate reading length. Although each presenter is encouraged to complete their papers well in advance and practice reading through them before the conference, papers do not need to be pre-submitted to the session chairs. The only exception is if a commentator is part of the panel. Please see guidelines for panels with commentators below.

Chair Guidelines

Session chairs are responsible for introducing each paper presenter/commentator during the panel session (name, academic affiliation/position—if applicable, brief scholarly achievements—if applicable, and paper title), moderating comments/questions for paper presenters, monitoring the time for each presenter/commentator (which includes reminding each presenter/commentator of the time limit before the session), opening and closing the sessions in a timely fashion, and making sure that paper presenters submit their papers to commentators in a timely fashion before the conference (if applicable).

It is critical that chairs keep sessions running on time and reserve enough time for questions/comments and responses. Presenters on panels with 3 papers need to finish within 20

minutes each. If papers reach the 20 minute time limit, chairs are responsible for giving the presenter a warning (this may be done by passing the presenter a note). If the paper has not finished by 22 minutes, the chair is responsible for stopping the presenter and continuing to the next paper. For panels with 3 papers and 1 commentator, each presenter must finish within 15 minutes and the commentator within 10 minutes. At the 15 minute mark, the chair should pass a warning note, and stop the presenter at 17 minutes. For panels with 2 papers and 1 commentator, the paper presenters should conclude within 20 minutes and the commentator finish within 10 minutes. Thus each session should reserve at least 15 minutes for questions, comments, and responses. It is critical for sessions with commentators that panelists have enough time to respond to the commentator.

Commentator Guidelines

Panels may include a commentator if desired by presenters, or if a panel has only two presenters. Commentators should have academic expertise in the subject of the panel to which they are assigned. Their responsibility is to comment on the scholarly significance of each presentation, highlight avenues of inquiry suggested by each presentation, and raise potential questions/concerns about each presentation. Commentators should avoid focusing on their own research (unless it is extremely relevant) and confine their comments to the presentations themselves. Commentators should also keep their comments to 10 minutes or less (total time) as each presenter should have adequate time to respond as well as leaving time for audience questions/comments.