

*Before you begin...*

Did you look at <http://lasa.international.pitt.edu/auth/prot/papermatch/> and see if others are submitting individual proposals with your same theme? Together you may be able to submit a panel proposal. This will help ensure that you are in a panel with others in the same theme, selected by you!

**Please note:**

- A) All Individual Paper submitters (including co-authors) MUST be current LASA members. Membership must be renewed by the deadline of September 7, 2017 (17:00 hrs. EDT).

For key dates, please visit: <http://lasa.international.pitt.edu/eng/congress/important-dates.asp>

- B) If someone is not appearing in the proposal system, either:

1) he/she is not a current LASA member (please ask him/her to pay membership dues:

<https://lasa.international.pitt.edu/auth/jru/>), or

2) he/she has not followed the steps below yet:

- a. Log in to the proposal system: <https://lasa.international.pitt.edu/Proposals/> with LASA Member ID/AAcode and Password
- b. Click on the link provided until you see the LASA2018 banner.

This will enable him/her to appear in the list of eligible participants. You will then need to edit your proposal to include him/her by the deadline of September 7, 2017 (17:00 hrs. EDT).

- C) You will not be able to save a proposal in the system. You must first submit the proposal then able to edit it. You will be able to edit it until the deadline of September 7, 2017 (17:00 hrs. EDT).

***Below are the instructions for submitting an Individual Paper Proposal for LASA2018***




Step 1: Click on the link: <https://lasa.international.pitt.edu/Proposals/> and enter your LASA member ID and password

Step 2: Select 'Submit or Edit a Proposal':

[Main Menu](#) | [Logout](#) | [Help](#)

WELCOME! You are now at the main menu. To begin the process of submitting a proposal, click the "Submit or Edit a Proposal" link listed in the menu below.

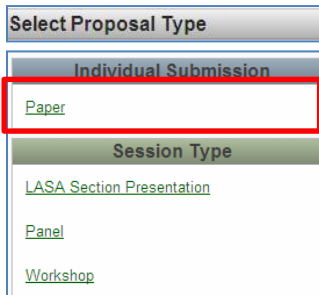
**Submitter Menu**

-  **Submit or Edit a Proposal**  
 Submit or edit proposals for this conference.
-  **Volunteer to be a Chair or Discussant**
-  **Message Center**  
 Read messages sent from this site.

Step 3: Select 'Submit a Paper, Panel, or Special Event'

Step 4: Select the Program Track for your Paper

Step 5: Under Individual Submission select 'Paper'



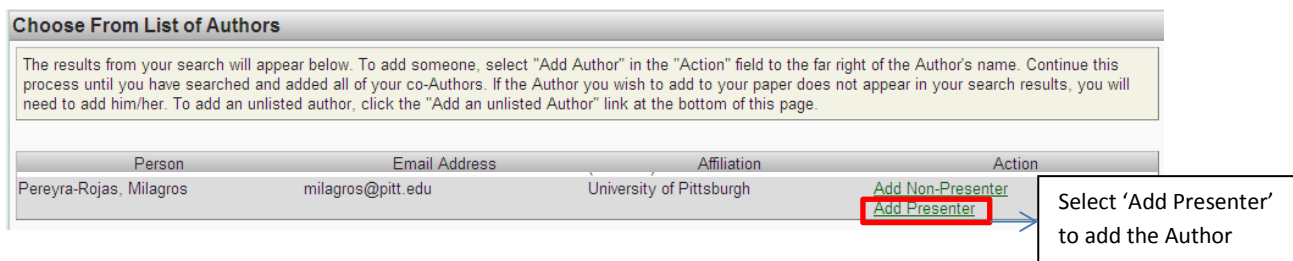
Step 6: Enter Paper Title and Abstract Information and click 'Accept and Continue' when finished.

Note: The Paper Title must be in mixed case (not all caps) and the description must be under 250 words.

Step 7: You should automatically be the selected author of your paper and should be a 'Presenter'. To find co-authors of the paper, search using their last names and select 'Add Presenter'. When completed, click on 'Accept and Continue'

*Note: If you do not find your co-author/s in the list, this is due to their not being current LASA members. Please ask your co-author to pay the membership dues. After having paid, log in to the proposal system:*

*<https://lasa.international.pitt.edu/Proposals/> with LASA member ID/AAcode and password to appear in the list of eligible authors. You will then need to edit your proposal before the deadline to include them.*



Person	Email Address	Affiliation	Action
Pereyra-Rojas, Milagros	milagros@pitt.edu	University of Pittsburgh	<a href="#">Add Non-Presenter</a> <a href="#">Add Presenter</a>

Step 8: Review the information, edit as necessary, and then click on 'Accept and Continue'.

**You have now submitted an Individual Paper proposal for LASA2018. You will receive an email confirmation on your submission. If you do not receive an email, please contact [lasacong@pitt.edu](mailto:lasacong@pitt.edu) to verify the submission went through before September 7, 2017 at 17:00 hrs. EDT.**

**Thank you for your interest in LASA2018!**