Paper and Presentation Guidelines

Washington DC-Area Undergraduate International Affairs Research Conference

**Papers**

Each paper should include a title page with the author’s name, institutional affiliation, and an abstract of no more than 300 words. All papers should be double-spaced and written in a standard 10- or 12-point font (e.g. Times New Roman, Cambria, etc.) with page numbers at the bottom of the page. Sources should be thoroughly and correctly attributed using an accepted international affairs research citation format (e.g. Chicago, Turabian, ISA, APSA). Either footnotes or in-text references are acceptable, but a paper should use only one format and should use it correctly and consistency. Citations should indicate author, publication year, and page number (where appropriate). All papers should include a complete list of references at the end of the paper.

The final version of your research paper should be submitted to the Conference Committee via email to Prof. Boesenecker (boesenec@american.edu) by Friday, April 19. Papers submitted after this date will not be considered for the best paper award.

**Oral/Visual Presentations**

Papers will be grouped into panel by theme (e.g. issue area, region, methodology) and a detailed presentation schedule will be posted by April 15. All presentations will be made as part of a standard panel format. Each panel will consist of 4 papers/presenters, a discussant, and a moderator. Each presenter will have 10 minutes to present his/her research project, with the assistance of presentation software (e.g. PowerPoint) if desired. After each presenter has presented his/her project, the discussant will have 15 minutes to provide comments on all of the papers. Each presenter will be offered 1-2 minutes to respond to the discussant’s comments before moving to general Q&A from the audience. Time will be kept by the panel moderator and time limits will be strictly observed.

All presentation materials (e.g. PowerPoint files) should be submitted to the Conference Committee via email to Prof. Boesenecker (boesenec@american.edu) by April 24. The technical compatibility of presentation materials will be checked and all presentation materials will then be pre-loaded onto the computer system for easy access during the conference.

**Additional Resources**

Additional resources on creating effective verbal and visual presentations can be found in the “Resources” area of the SIS Undergraduate Research Website:
[http://www.american.edu/sis/undergradresearch/presentationresources.cfm](http://www.american.edu/sis/undergradresearch/presentationresources.cfm)

In particular, it is strongly recommended that you read through the “Attending an Academic Conference” handout that is posted there as well as the “Preparing Effective Verbal and Visual Presentations” handout. Both of these handouts, as well as the additional readings listed, provide excellent advice for you as you prepare your conference presentation.