

Instructions for using the EasyChair System for BRASA 2016 Paper Submission

1. Open your browser and go to <https://easychair.org/conferences/?conf=brasa2016>.



Log in to EasyChair for BRASA 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log in"/>	
If you have no EasyChair account, create an account	
Forgot your password? click here	
Problems to log in? click here	

2. If this is the first time using EasyChair, click on sign up for an account. If you already have account, login and go to step 8. You can, and should, use the same account you used for BRASA XII if you submitted for that conference.
3. Step 1 of signing up is the respond to the Captcha prompt. Type the two words that are displayed for you and click **Continue**.

papers		has	
Type the two words:	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="↻"/>
		<input type="button" value="🔊"/>	<input type="button" value="🔇"/>
		reCAPTCHA™ stop spam. read books.	

4. Fill out the form asking for your first name, last name, and e-mail address and click **Continue**.

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name[†] (*):

Last name (*):

Email (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#). You may also be interested about [our policy for using personal information](#).

5. An e-mail will be sent to the address you supplied in step 4. Click the link in the e-mail to confirm your account.
6. This will take you to a form to fill out the rest of your information. Once it is filled out, click **Create my account**.

Signing Up for EasyChair: Last Step

Hello

To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#). You may also be interested about [our policy for using personal information](#).

7. After signing up, you will need to login to the site.



Log in to EasyChair for BRASA 2016

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User name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log in"/>	

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

8. Login with your username and password.
9. Click on the link for the Submission Page.
- 10 You will be required to Accept the EasyChair Terms of Service. Check the box that says I agree to the Terms of Service and click Continue.
11. Click New Submission at the top of the page.

12. Fill out the address and author for the panel chair. Add the other panel participants as other authors. It is easiest to communicate with just the chair, so do not make the other authors corresponding authors.

[Help](#) [Log out](#)

SubmissionsReviewsStatusPCEventsEmailAdministrationBRASA2016EasyChair

New Submission for BRASA 2016

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form.
The required fields are marked by (*).
More information about submission to BRASA 2016 can be found on [BRASA 2016 Web site](#).

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web site:

Corresponding author:

13. Fields with asterisks (*) are **required**. The panel chair should write his title and contact information as “Author 1”, and provide the same information for each other panel participant, including moderators or discussants. Only the panel chair should have the **corresponding author** check box selected.

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

[Click here to add more authors](#)

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

14. Fill in the title, abstract, and any keywords for the piece, at least one topic, specify the submission is for a **panel** and then upload the paper and then upload the papers. If you are only uploading an abstract at this time, click the relevant check box. **If the panel has moderators or discussants, please note them in the first line of the abstract text-box.** Make all of the papers into a single Word or PDF file and submit them as a single file! For information on the abstract format, please refer to the "Guidelines for Writing Effective Abstracts for the BRASA Conference" at the end of this document.

Title and Abstract

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (*):	<input type="text"/>
Abstract (*):	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
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Topics

Please select topics relevant to your submission from the following list.

<input type="checkbox"/> History	<input type="checkbox"/> Art History
<input type="checkbox"/> Language & Literature	<input type="checkbox"/> Linguistics
<input type="checkbox"/> Education	<input type="checkbox"/> Music
<input type="checkbox"/> Sociology	<input type="checkbox"/> Language Pedagogy
<input type="checkbox"/> Political Science	<input type="checkbox"/> Media
<input type="checkbox"/> Economics	<input type="checkbox"/> Film
<input type="checkbox"/> Anthropology	<input type="checkbox"/> Other

Other Information

The following part of the submission form was added by BRASA 2016. It has neither been checked not endorsed by EasyChair

Panel/Paper (*). Is this submission for a paper or a complete panel?

- This is a panel submission with multiple papers and authors
- This is a single paper with one or more authors

Upload Paper

The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).
3. Word open XML document (file extension .docx).
4. Open Document format (file extension .odt).

Either upload your submission or tick "I will submit the paper later".

Paper:

I will submit the paper later

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

15. When the entire page is completed, click **Submit**. Once you have hit Submit, be patient, it may take some time.

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Guidelines for Writing Effective Abstracts for the BRASA Conference

Content

Panel abstracts (written by the panel chair) should offer a description of the panel in general as well as an abstract for each separate paper. BRASA suggests that all panels include at least four papers, but no more than five, and that the moderator not be presenting a paper.

Abstracts submitted for the BRASA conference panel should do two things—**tell** conference participants about the content of the panel as well as the content of each paper, and **interest** them in coming to hear you say it.

Some important points:

- **Identify** the topic/subject of your paper—the question/problem it raises.
- **Locate** the topic/subject in terms of a field of scholarship—who/what provides the intellectual context for the problem/question the paper raises.
- **Emphasize** your position/proposition—your central idea regarding the question/problem.
- **Devise** a title for the panel and a title for each presentation that is descriptive *and* inviting.
- **Find** words that are accessible to both specialists and non-specialists, avoid jargons.
- **Be concise**—panel descriptions and abstracts for the BRASA conference should be **no more than 300 words**.
- **Plan** the abstract as a single paragraph that is *unified* (i.e., one topic) and *coherent* (i.e., ideas flow continuously). Two (maybe even three) paragraphs are OK so long as the abstract as a whole is unified/coherent.
- **Edit** it carefully for grammar, punctuation, typos, etc.

Layout

- Font should be Times New Roman 12 point.
- Each Panel should have a title, followed by a short description of the panel itself. Panelist's information (presenters + moderator) should follow, including their name, department/school and institution. Please include the title of each paper followed by an abstract for each panelist under their information.
- **Do not** include footnotes in your abstract.