

ICFA Submission Rules

PRESENTATION

- Sessions are limited to 90-minutes total.
- Each paper session comprises four 15-minute paper presentations and a 30-minute Q&A.
- Whenever possible, all paper sessions will be run with four presentations; therefore, sessions with fewer than three papers will be combined with other sessions.
- Panels should leave time for a minimum of a 25-minute Q&A.

Restriction on Kinds and Numbers of Presentations

ICFA attendees may participate in no more than two (2) programming items per conference. Attendees may present one (1) paper and one (1) more item of formal programming at each conference. Items that are considered to be service to IAFA, such as chairing a panel or introducing an invited guest before that guest's presentation, are not included as part of the two (2) items that one may do on the program. Please note that, in rare circumstances, the 1st VP, 2nd VP, or the BIPOC PIO and Counter Space Scheduler may invite an attendee to participate in a 3rd programming item.

1. Academic attendees may present one academic paper per conference, submitted to the Division Head of his/her choice. Submissions to more than one Division per year (for a paper presentation) are not allowed.
2. In addition to presenting a paper (academic attendees) or giving a reading (author attendees) all attendees may participate in one more item of formal programming at each conference. Such additional items include participating on a panel, conducting an interview with an invited guest, or reading in the Words and Worlds sessions (see below).
3. Attendees who present an academic paper may not attend as invited artists and/or give author readings. If you feel that your paper could fit into more than one Division, you may choose the Division you prefer and/or consult with the Division Heads. A list of Division Heads for ICFA can be found [here](#). Please note that papers are also cross-listed across Divisions in the program.
4. Invited artists may be given a reading slot, but please note that a reading slot is not guaranteed when one is invited to attend and given complimentary registration. Reading more than once is not permitted.
5. Artists invited by the 2nd Vice President, who are offered complimentary registration, may not present an academic paper at the conference, although they may appear on a panel.
6. Those wishing to attend the conference primarily as academics, but who also wish to present creative work, may be selected for one of the Words and Worlds sessions. Those interested in being considered for one of these spots should contact Gina Wisker at G.Wisker@brighton.ac.uk. Invited authors who

receive complimentary registration may not present in Words and Worlds, even if they do not receive a reading slot on the Authors program.

Information about Kinds of Proposals Considered

- All submissions, for both research and creative programming, including panels, should be made via the IAFA Submission Portal on the IAFA website.
- ICFA considers proposals for the presentations in the form of:
 - Academic conference papers, of 20 minutes in length
 - Discussion panels organized around a topic or reading.
 - Theory roundtable sessions.
 - Author readings.
- Presentation of other creative work, such as performance, digital representations of visual arts, or short film screenings.
- Paper sessions can be proposed individually, and the Division Head will seek to group them with similar papers, or as a pre-organized paper session of three papers.
- If the latter option is chosen, one person will submit an abstract via the portal that includes a brief (100 words) statement of the session theme linking them, the full name, email address, title, abstract (300-500 words), affiliation, bibliography and a short bio for each member.
- If papers are proposed as a pre-formed panel, acceptance of one does not guarantee acceptance of them all. The pre-formed will be maintained, if possible, but Division Heads reserve the right to change paper sessions as may be required by other conference vetting standards.
- Academic papers must represent work in progress and original research. Panels and paper sessions can be organized around specific topics and may include a group of individuals who plan to contribute to a joint edited collection or special issue, but panels and pre-organized paper sessions must not be based on presenting already published work. That is, we wish panels and paper sessions to be conversations about work in progress, not platforms from which to launch already published work.
- Any conference member may propose a panel discussion or a roundtable, either organized around a specific academic Division and directed to the Division Head or crossing a number of Divisions and directed to the 1st Vice President. Additionally, proposals for panels on the craft of writing, the business of creative publishing, or other creative topics may be submitted to the 2nd Vice President.
- Each Division is guaranteed two panel slots and one roundtable slot; all panels and roundtables proposed to that Division will be reviewed by the Division Head, who will forward the most promising to the 1st Vice President. Other panels and roundtables proposed to Division Heads may also be considered by the 1st Vice President, but balance among Divisions will be one of the criteria in determining any acceptances past the two panels and one roundtable guaranteed.
- Some of the panels will also be proposed directly by the Board. Up to six panels will be selected by the 1st Vice President from Board proposals. Board panels emphasize connections across Divisions and between scholars and writers. The Board will be aware of panels coming from the Divisions prior to proposing their own and will seek not to duplicate and thereby displace a proposal coming from the membership. To ensure balance across the conference, the Board may choose to add individuals to a

proposed panel if they then move to accept it as a Board panel rather than as one of the Division Panels.

Requirements for Proposals and Criteria for Evaluation

Academic Papers

- The proposal must include full name, email address, title, abstract (300-500 words), affiliation, bibliography and a short biogram.
- For pre-constituted paper sessions, this information must be provided for each paper, plus a brief (100 words) statement of the session theme linking them.
- Proposals will be evaluated based on:
 - Soundness of argument
 - Adequacy of research as reflected in bibliography
 - Focus of topic (i.e., topic can be addressed in 15 minutes)

Discussion Panels

- The proposal must include full names, email addresses, affiliations and a short biogram of all contributors, a brief (200 word) rationale for the panel, and a statement of its fit with the conference theme.
- Proposals will be evaluated based on:
 - Relevance of proposed topic to conference theme
 - Originality and importance to the state of the field of the research question or discussion topic proposed
 - Range and mix of proposed contributors to the panel (with a preference for more than one Division, more than one institution, and the inclusion of both established and beginning scholars and/or authors)
 - Contribution to overall conference conversation (i.e., if two or more very similar panels are proposed, only one will be selected; the Board may decide to merge elements of similar proposals in these cases)

Roundtable Readings

- Proposals will include the author, title, original place of publication for the reading, a copy of the reading, and a brief (100 word) statement of the importance of this reading for scholarship on the fantastic.
 - Proposals will be evaluated based on:

- relevance of the proposed reading to the conference theme
- quality of the rationale explaining why this reading will sustain a roundtable conversation

Author Readings

- The author reading slots will be allocated by the 2nd Vice President; any author invited by the 2nd Vice President to attend, and given complimentary registration, may use the submission portal to propose an author reading.
- Criteria for receiving a reading slot include publication record, frequency of being allotted reading slots in the past (that is, we seek to rotate among attending authors), and contingent circumstances (such as a new publication or a recent award).

Other Creative Programming

- Proposals should include name, email address, affiliation (if any) and a brief statement of the attendee's related artistic accomplishments, plus offer a brief (200 word) description of the proposal artistic contribution.
- Please note that we do not provide support for AV for an artistic session beyond the usual provision of a projector, speakers and screen (the attendee must provide the laptop); we also do not provide security, insurance or other accommodations for showing physical art.
- Proposals will be evaluated based on creative relevance, the artist's professional background, relevance of the proposed presentation to the conference's theme, and other contingent circumstances.