

CIES2021 Submission Instructions for Book Launch

Online Submission Deadline: October 1st, 2020, 23:59 hrs. EDT.

What is a Book Launch?

Authors of books published between April 1, 2020, and March 31, 2021, are invited to submit proposals for book launches. Book launch sessions provide an opportunity for members of our field to present recently published monographs and edited volumes in an interactive session.

Before you begin, please note: You will not be able to save a proposal in the system in order to continue working on it at another time. You must first submit the proposal and then you will be able to edit it. When you have submitted it correctly, you will see a confirmation message on your screen, and you will receive an email. You will be able to edit the proposal until the deadline of **October 1st, 2020, 23:59 hrs, EDT**.

Instructions for Submitting a Book Launch Proposal for CIES2021

Step 1: Click on the link <https://convention2.allacademic.com/one/cies/cies21/>, and login with your “User Name” and “Password” and then click on “GO”.

If you do not have credentials, follow the instructions on the screen under “Log-in Procedure”.

The screenshot shows the CIES2021 website interface. At the top left, there is a logo for "SOCIAL RESPONSIBILITY WITHIN CHANGING CONTEXTS CIES 2021 - SEATTLE, APRIL 25-29". Below the logo is a "HOME" button. The main content area is divided into two columns. The left column contains information about the "65th Annual Conference of the Comparative and International Education Society" and a "Note on Submission Limit". The right column contains a "Login Here" section with fields for "User Name" and "Password", a "Create a new account" link, and a "Log-in Procedure" section with instructions for first-time users and those who forgot their credentials. Red boxes highlight the "User Name" and "Password" fields, the "GO" button, and the "Log-in Procedure" text.

Step 2: Select “*Submit a Proposal*”.

The screenshot shows a "Submitter Menu" with four options: "Submit a Proposal", "Edit Personal Contact Information", "Volunteer to become a Chair, Discussant, or Reviewer", and "Message Center". The "Submit a Proposal" option is highlighted with a red box.

Step 3: Select “*Submit a Pre-Conference Workshop, Book Launch, or Art Exhibit*”.

The screenshot shows a "Submit a New Proposal" menu with three options: "Submit Proposal to General Pool, SIG, or Committee", "Submit Proposal to New Scholars Committee Mentoring Workshops", and "Submit a Pre-Conference Workshop, Book Launch, or Art Exhibit". The third option is highlighted with a red box.

Step 4: Select “*Book Launch*”.

The screenshot shows a "Select a Sub Unit" menu with three options: "New Scholars Committee", "Preconference Workshops, Book Launch, Art Exhibit", and "Art Exhibits". The "Book Launch" option under "Preconference Workshops, Book Launch, Art Exhibit" is highlighted with a red box.

Step 5: Select “Yes” to the proposal submission policies, enter *Title, Publisher, Date of Publication, Proposal/Description* and *Table of Contents*, and select *Keyword(s)*. *Language other than English, Abstract in another language* and *Additional information* are optional. Then click on “*Accept and Continue*” when finished. The

title must be in mixed case (not all caps).

Step 6: You should automatically be selected as a “Presenter”. You can remove it in case you were not the presenter just by selecting “remove”. To find co-presenter(s), chair(s), discussant(s) and/or organizer of the Book Launch, write their last names (or part of it) in the box, and click on “Search for Author” (Step I), look for the participant name under his/her last name and select “Add chair”, “Add Discussant”, “Add Organizer” and/or “Add Presenter” close to the name (Step II). When completed, click on “Accept and Continue” (Step III).

The screenshot shows a web interface for adding authors. At the top, there is a table with columns for #, Person, Email Address, Affiliation, and Role. A 'Remove' button is visible. Below this is a search section titled 'Add Search for Author by Last Name' with a text input field containing 'ruscalle' and a 'Search for Author' button. A 'Continue' button is also present. Below the search section is a table titled 'Choose From List of Authors' with columns for #, Person, Email Address, Affiliation, and Action. The table contains one entry for Mara Ruscalleda with the affiliation 'AOS'. The 'Action' column for this entry has several options: 'Add Chair', 'Add Discussant', 'Add Organizer', and 'Add Presenter'. The 'Add Presenter' option is highlighted with a red box. A 'Continue' button is located at the bottom right of the interface.

Note: If you do not find the person(s) in the list, this is because they are not in the database. In that case, you have to select “Add Unlisted Author”, complete all the information, and then click on “Accept and Continue”. Press “Accept and Continue” again.

This screenshot shows the 'Add Unlisted Author' option. It features a search box with 'ruscalle' entered and a 'Search for Author' button. Below the search box is a table titled 'Choose From List of Authors' with columns for #, Person, Email Address, Affiliation, and Action. The table contains one entry for Mara Ruscalleda with the affiliation 'AOS'. The 'Action' column for this entry has several options: 'Add Non-Presenter', 'Add Presenter', 'Add Non-Presenter', and 'Add Presenter'. The 'Add Unlisted Author' link is highlighted with a red box.

Step 7: Review the information, edit as necessary, and then click on “Accept and Continue”.

You have now submitted a Book Launch proposal for CIES2021. You will receive a message confirmation on your screen and an email confirmation for your submission. If you do not receive an email, please contact cies2021@cies.us to verify the submission went through before **October 1st, 2020, 23:59 hrs, EDT**.

Thank you for your interest in CIES2021!