Exercise: Research a Call for Papers
Scholarship Skills, Winter 2017

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Assigned Tuesday, 28th February 2017; due in class on Tuesday, 7th March

What to do
In this exercise you will find a currently open call for papers for a workshop or conference in your area of interest, and answer some questions about the meeting and its selection process. You will have to do some research to answer the questions; some of the information that you will be seeking is not published directly in the call, but may have to be inferred. For example, you may have to base your answers on what has happened in previous years. The front-matter to last-year’s proceedings can be a useful resource, as can PC (Programme Committee) members you may know.

20 Questions to Answer

1. When is the deadline (time & date)?

2. Is there a length limit? If so, what is it?

3. Is a particular format required? If so, what is it?

4. How are contributions to be submitted (by post, e-mail, online submission system, etc.)

5. How much time is there between the submission date and the Program Committee (PC) Meeting? (Answer in weeks.)

6. How much time is there between the submission date and the conference or workshop? (Answer in weeks.)

7. Does the meeting have multiple “tracks”? If so, does each track have its own PC? Are submissions made to a particular track, or to the conference as a whole?

8. Roughly, how many submissions are there likely to be (or, submissions for your track)?

9. What is the acceptance rate likely to be?
10. How many members are there on the PC (or, on the PC for your track)?

11. How many reviews will each paper receive?

12. How many reviews will each PC member write?

13. Is there a provision for author response to reviews? Can the PC request a revision?

14. Are you required to pledge to present your paper if it is accepted?

15. If your submission is accepted, will it be “published” in proceedings, or just made available to other attendees?

16. If your paper is accepted, will you be asked to relinquish your copyright as a condition of publication?

17. If there will be published proceedings, who is the publisher?

18. Is review double-blind or single-blind?

19. Is this meeting highly regarded in your field? What criteria did you use to answer this question?

20. Who do you know who has attended or presented at this meeting in the last two years?

What to turn in

On Tuesday 7th March bring to class:

1. a printout of your call, and
2. written answers to the questions above. (It’s fine to write them on this handout, which is why I’ve left some space.)
3. If you can find the PC review form for a previous year, please submit a copy of that as well.

The review form can be hard to come by. Do you know someone who was on a previous PC, or someone who submitted a paper to a previous edition, and received feedback on the PC form?)