



Australian Historical Association Conference 2019

Local Communities, Global Networks

University of Southern Queensland, Toowoomba 8-12 July 2019

Abstract submission guidelines

The Australian Historical Association Conference 2019 (AHA2019) invites authors to submit an abstract of original work for consideration as an oral presentation at the AHA2019 Conference.

Abstract submission types

- **Individual paper proposals** constitute a 20 minute oral presentation with 10 minutes for questions and answers.
- **Panel paper proposals** are 1.5 hours in length involving three speakers grouped around an overarching theme.
- **Round table discussion proposals** are 1.5 hours in length, including time for questions, and the abstract submission should specify the topic and chair as well as the presenters and their bios. Please contact the conference convenors directly to discuss your round table proposal before submitting.

Summary of abstract submission instructions

Please read through the submission instructions listed below before preparing your abstract:

Step 1: Read the **general policies and requirements** for the submission of abstracts.

Step 2: Download the **abstract template** and insert/ add/ write your abstract text. Save as a **.doc** or **.docx** document to your computer. Please note: abstracts must not exceed the **400** word limit. The word limit relates only to the text of the abstract and **does not** include title, authors and institutions. Please ensure you delete the instructions from the abstract template, and **DO NOT include author name or affiliation** in your uploaded document. The author name and affiliation will be automatically included in the final PDF.

Please ensure you delete the instructions from the abstract template.

Step 3: Write your abstract using the **abstract format and layout guidelines**. We recommend reading this before and after you write your abstract to ensure your submission is accepted.

Step 4: Create or login to your eOrganiser account to submit your final abstract. This process is detailed below under "Submitting your abstract". It will be necessary to attach/upload the **.doc** or **.docx** copy of your abstract.

Streams for submission

You can select the relevant category if you are a member of that association and wish to be included in their stream. Otherwise, select 'general program'.

AHA affiliated society stream

Institute for the Study of French-Australian Relations
Religious History Association

Other society stream

Australian and New Zealand Environmental History Network
Australian Migration History Network
Economic History Society of Australia and New Zealand

Themes for submission

Authors must select one of the following topics that their abstract relates to:

- Asia/Pacific histories
- American history
- Big history
- Biography and history
- Colonial and imperial histories
- Conflict history
- Deep history
- Digital history and big data
- Documents and manuscript analysis
- Emotions and history
- Environmental history
- European history
- French-Australian history
- Gender history
- Historiography
- Indigenous history
- Labour history
- Law and history
- Local history
- Migration history
- National and transnational histories
- Religious history
- Women's history

General policies and requirements

- An abstract must contain sufficient information so that if accepted and printed in the conference program, it will be a complete outline independent of presentation. The text should not contain statements alluding to results or conclusions not presented at the conference.
- Submission acknowledges consent to publication of the abstract in the conference program.
- The presenting author will be required to register for the conference in order to ensure their abstract(s) is included in the final program.
- All submissions must be completed electronically via the online submission facility. If you are unable to submit in this manner, please contact the conference managers at aha2019@arinex.com.au or phone: **+61 7 3226 2800** for further information.
- All abstracts must be prepared according to the abstract format and layout guidelines provided below. Abstracts will only be accepted and published if submitted using the supplied template.
- There is no limit to the number of abstracts that may be submitted by an individual. However, splitting of a body of work into multiple abstracts is discouraged and consolidation into one abstract is preferred.

Abstract format and layout guidelines

- Abstracts must not exceed a **400-word** limit. The word limit relates only to the text of the abstract and does not include title, authors and institutions. Please ensure you delete the instructions from the abstract template, and **DO NOT include author name or affiliation** in your uploaded document. The author name and affiliation will be automatically included in the final PDF.
- Please use Arial type font and font size 12 for the abstract text. Formatting is preserved (italics, bold, superscripting, subscripting, underlining) and symbol characters (ie \pm , μ , β) may be used.
- Type the abstract title in the field provided on the online submission form. The template will allow a title of up to 180 characters in length. The title will be accepted in sentence case only. If your title includes acronyms or nouns which require capitalisation, please email the conference managers via aha2019@arinex.com.au to have these updated on your behalf.
- Abstracts must be free of typographical and grammatical errors and use sentence case for headings.

- Abbreviations should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- You will be asked to provide a short biography (up to 150 words) and photo with your submission. This photo and biography will be added to the conference mobile phone application and provided to the session chairperson.
- Use single line spacing.
- Add co-authors in the 'Author(s)' section of the submission page. All presenting authors must be indicated at this stage. Please provide a biography for all presenting authors. Note there is a limit of 5 authors per paper.

Abstract template

Authors must prepare their abstract in advance using the example template located in eOrganiser. All abstracts will be checked and if you don't use the template, your abstract may be declined. Authors can then upload the completed abstract via the online form.

Abstracts should be written in Arial, size 12 font and be justified with single line spacing. The abstract author and title details are to be entered in the online form for automatic inclusion in the abstract upon submission. Your final submission should look like the template on the next page.

Submitting your abstract

- [Click here](#) to commence your submission.
- Abstract submissions will only be accepted via the conference website and in the above format.
- Click the '**Create an Author Account**' on the bottom right hand side. After completing your details you will be sent an email to verify your account for login. Please remember your account password in case you need to access it again to make any changes to your submission.
- Once logged-in, click '**Submit Abstract**' to access the submission page.
- Enter your paper title in the '**Paper Details**' section.
- Upload your abstract in a doc or .docx format, following the format used in the abstract submission template.
- Please note: You must include the **Title** of your abstract when uploading it to the portal.
- List all authors in the correct order in the '**Author(s)**' section, ensuring you indicate the presenting authors for the abstract.
- Select your abstract theme from the list provided.
- Answer the additional questions at the bottom of the submission form.
- Hit '**Preview and submit**'. You will be able to preview your abstract in PDF and make any changes if required.
- While on the preview window, hit '**Submit**' to confirm your submission.
- If you experience any issues whilst submitting your abstract or would like changes made to the PDF of your abstract, please contact us via aha2019@arinex.com.au.

Notification of acceptance

Notifications of acceptance will be sent via email to the submitting author by **31 March 2019**.

Accepted abstracts will be published in the conference program. The conference will not be held responsible for abstract submissions not received via the website or for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.

Abstract body in Arial, font 12 and full justified. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.