

Basic Guidelines

- 1) Write an academic paper that makes an original argument and contributes to an ongoing scholarly conversation. One good opportunity is to do so in a research class where you can write multiple drafts and receive feedback from your professor and your peers.
- 2) Ensure your argument is original by reading as much as you can on your topic and by having a professor who specializes in your topic give you feedback. You may even seek the assistance of specialists outside of APU.
- 3) Find an appropriate conference at which to present your research. You can do this by searching online for a relevant CFP (Call for Papers), consulting with the professor in whose class you wrote the essay, consulting with professors in other departments or perhaps even outside APU, and by consulting the database of undergraduate conference opportunities on the Undergraduate Research page of APU's Office of Research and Grants website.
- 4) Submit a paper proposal by the conference deadline. The proposal is usually a 150-200 word description of your research, including a title. Most undergraduate conferences accept single paper submissions, however, if you know two other students – at APU or elsewhere – who have essays along the same theme, you can submit a full panel proposal, usually requiring an additional 200-250 word description with a panel title. The conference may assign you a discussant, or if you know a scholar who specializes in your topic, you can ask that professor to join you and include his or her name on your panel submission if he or she agrees.
- 5) Submit the required materials to the conference coordinators by the deadline. Conferences generally request these materials via email.
- 6) Be patient. The conference committee could take months to respond. Once your paper is accepted, you may write it on your CV (Curriculum Vitae) as forthcoming. If the committee declines your paper, search for an alternate conference and repeat the process.
- 7) Once accepted, edit down your research paper to a conference version, usually 7-10 pages; length depends on the time limitations specified by the conference. Most presentations run between 15-20 minutes. Check the conference website for details. Be sure to practice reading your paper out loud before attending the conference so as to stay within length, which is more than just a matter of professional courtesy.
- 8) Make travel arrangements and submit your Undergraduate Travel Request Form to Dr. Verónica A. Gutiérrez, Director of Undergraduate Research, at least two weeks before the conference. You could receive up to \$500 towards your conference-related expenses. The form is available at: www.apu.edu/researchandgrants/undergraduate/



ADDITIONAL RESOURCES

Ten Tips for Presenting a Conference Paper:

www.timeshighereducation.com/features/ten-tips-presenting-conference-paper

Presenting Conference Papers: Humanities:

www.cgu.edu/pages/864.asp

How to Convert Your Paper into a Presentation:

twp.duke.edu/uploads/media_items/paper-to-talk.original.pdf

Tips for Successful Academic Paper Presentations:

graddiv.ucsc.edu/about/blogs/grad-deans-blog/11-2013.1.html

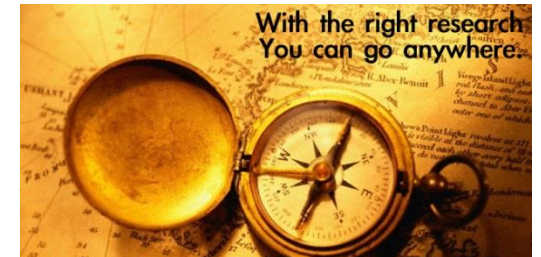
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How to Present at an Academic Conference in the Humanities



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