Anatomy of a Call for Submissions

A. Description of Unit

B. What are you looking for in content?

C. Types of submissions accepted (individual papers, individual performances, individual films, paper sessions, performance session, film sessions, and/or panel discussions)

    i. Include reference to convention library for definitions of submission types

    ii. Include definition of type in call itself

D. Requirements for each submission type

    i. Do I want to consider abstracts or complete papers only?

    ii. Is there a page limit or other format requirements?

    iii. Include all requirements of the electronic submission form

E. Top paper or other considerations

F. Submission resources

G. Your contact information

Hypothetical Communication Division Call for Submissions

The purpose of the Hypothetical Communication Division is to promote research and teaching that highlights communicative behavior in organizational settings. Members are concerned with the creation of meaning, the production of messages, and the processing of information that makes organizing possible. Our work speaks to the diverse array of issues facing organizations and members of all types.

The Hypothetical Communication Division seeks submissions that portray, research, or enhance the convention theme, "Communication at the Crossroads." We encourage creative submissions that describe and analyze innovative approaches to organizational issues as well as ones that foster opportunities for collaboration between attendees.

The Hypothetical Communication Division will accept the following submission types: Individual Papers, Paper Sessions, Individual Films, Individual Performances, Film Sessions, Performance Sessions and Panel Discussions. All submissions must be made via NCA Convention Central. Emailed or mailed submissions will not be accepted.

1. **Individual Papers**: Submissions must include a max 30-page, double-spaced uploaded copy of the paper. Copies must be uploaded into NCA Convention Central and must not include identifying information. Instructions on how to prepare an unidentifiable copy are provided in the [Convention Library](). We will recognize the Top Paper in our division. Submissions should include title, paper description (abstract), keywords, and author information in the appropriate sections of the electronic submission form. AV requests must be made at the time of submission. If a student submission select student in the electronic form. All authors must be students, in this case.

2. **Paper Sessions**: Submissions must include a title and overall session description. Submissions must include the entry of each paper/authors involved. A session chair is required, respondent is optional. Please provide a rationale for acceptance outlining the importance of the submission. AV requests must be made at the time of submission.

3. **Panel Discussions**: Submissions must include a title and session description. Submissions must include the list of each presenter involved. A session chair is required. Please provide a rationale for acceptance outlining the importance of the submission. AV requests must be made at the time of submission. No papers are presented as part of a panel discussion.

4. **Individual Film:** Submissions must include a film title, description, keywords, and film maker information. AV requests must be made at the time of submission. As a supporting file, upload a copy of the script (no more than 100 pages) or a word document that contains a link to the film or film trailer. Do not upload a video file to NCA Convention Central. In supporting file indicate the length of the film.

5. **Individual Performance:** Submissions must include a title, description, keywords and performers information. Performances must be no longer that 20 minutes in length. AV requests must be made at the time of submission. As a supporting file, include a script, link to a video, or an outline of the performance.

6. **Performance Session:** Submissions must include a session title and description. Submissions must include individual performance titles, description, and performers. A chair is required. Please provide a session rationale for acceptance outlining the importance of the submission.

7. **Film Session:** Submissions must include a session title and description, titles of each film, descriptions of each film and film maker(s) information. A session chair is required. AV requests must be made at the time of submission. Do not upload film(s) to Convention Central. Rather, upload a word document that contains a link to the film(s) or film trailer(s).

All submitters are encouraged to review the [Professional Standards for Convention Participants]() prior to submission. Helpful resources, including live and recorded step-by-step instructions on how to submit, are available in the [Convention Resource Library]().

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