Instructions for Organizers

2014 Annual Meeting, Population Association of America

Boston, MA ● May 1-3, 2014

Please read these instructions carefully. All submissions to the program, the reviews by the organizers, and even much of the communications, are conducted via the meeting website at the following address:

http://paa2014.princeton.edu

Program Co-Chairs

The Program Co-Chairs are Robert Moffitt (moffitt@jhu.edu) and Nancy Landale (nsl3@psu.edu).

Organizers and Co-Organizers

Each session in the Call for Papers has an organizer or two co-organizers, who are responsible for (1) selecting four papers for the session, (2) proposing additional overflow sessions provided that the session receives sufficient papers of very high quality, (3) chairing the session or recruiting a different person to be chair, and recruiting chairs for any approved overflow sessions, and (4) recruiting one or two discussants for the original and any approved overflow sessions. Where there are two organizers, the two should discuss how to divide up these duties between them. We discuss each of these activities below.

Key Deadlines

September 27, 2013	Deadline for authors to submit papers online
November 4, 2013	Deadline for session organizers to finish reviewing the submissions to their session and to propose overflow sessions
November 11, 2013	Authors are notified of papers accepted in standard sessions or forwarded for possible inclusion in overflow or poster sessions
November 26, 2013	Organizers are notified of overflow session decisions by this date or earlier
December 13, 2013	Deadline for session organizers to obtain chairs and discussants for all sessions, both standard and overflow
December 20, 2013	Authors are notified of papers accepted in poster sessions and any remaining sessions by this date or earlier
February 17, 2014	Deadline for authors to make revisions online to their accepted submissions
March 24, 2014	Deadline for authors to post completed papers on the website

Contact Information

Please logon to the meeting website and verify your contact information, paying special attention to your email address and affiliation. You may modify this information at any time as the need arises, for example if you are relocating to a different institution.

Online Submissions

Authors submit their papers online at the meeting website. The website allows you, as an organizer or co-organizer, to view submissions to your session as they are received. Authors are allowed to make revisions to their submissions until September 27. While you may start reviewing submissions on

September 27 (or before), we ask that you not actually start to form sessions until October 4, one week later, when you will have been given recommendations from the Program Co-Chairs of recommended overflow sessions.

Conflicts of Interest

Organizers and co-organizers are not allowed to consider submissions for which they are an author or co-author. In the past, it was also not allowed to consider submissions that had a current or recent co-author, current or recent student or advisee, advisor, or anyone with a close relationship to the organizer or co-organizer. This year, we are trying something different. If you receive a submission that falls into one of these categories, you should notify the Program Co-Chair and President-Elect, Robert Moffitt. He will have someone else look at it and will give you a recommendation as to its inclusion in your session.

Solicited Submissions

Feel free to encourage authors of papers you think are high in quality to submit papers to your session prior to September 27, without guaranteeing them an acceptance or any particular outcome, since that will depend on all the papers that will be submitted.

Online Reviews

After October 4, organizers may start entering their decisions on the website. Where there are two co-organizers, the two individuals should discuss how to coordinate this activity between them. Also, please note that the meeting software, which is located at Princeton University, allows only one person to have write access to the session. Initially, the first-listed co-organizer on the Call for Papers has been given write access and has been designated Organizer and therefore that person is the one who must enter the decisions into the software (the second-listed person is listed as Co-Organizer; both co-organizers will have read access). If you wish to change the co-organizer who has write access, please email paa2014@princeton.edu.

You can view the submissions in a compact tabular format or a more detailed listing that includes the abstracts. The website also tells you if the paper was submitted to another session, and will show the other organizer's decision when available. All submissions must eventually be classified into one of several categories. The first four are:

Accept	Mark four papers as accepted for your primary session. If a paper was submitted to another session as the author's first choice, please get the other organizer's agreement before you accept the paper.
Yield	If a paper submitted to your session has already been accepted in another session, or you agreed that the other organizer will accept it, please select "yield" to indicate that you did not accept the submission because somebody else already had.
Add Session	If you think you have received enough high quality papers to justify the additional overflow session, or if the Program Co-Chairs have recommended overflow sessions for your session, you may propose additional sessions with four papers each. You do this by coding the papers "add session" and filling an overflow proposal as explained below.

Forward	Sometimes you receive submissions of very high quality that do not fit into your initial session or any additional sessions that you propose. If you spot these during the submission process, contact the authors and suggest a more appropriate session if you think there is one. Otherwise, if you think it will make an important contribution to the program you may forward it to the Program Co-Chairs for possible inclusion elsewhere on the program. This action is unusual and should be reserved for the highest quality papers.

If a paper is not assigned to one of the above four categories the next step depends on whether the author wants the paper considered for a poster session. If the poster option selected by the submitter is "No," classify the paper as:

Reject	The paper is not recommended for a standard or overflow session and the author does not want it considered for a poster session.

If the poster option is "Yes," please rate the paper as a potential poster by selecting one of the three options below. In recent years the Vice-President-Elect has received more than 1,500 poster submissions. Your careful rating of potential posters is extremely important in helping the Vice-President-Elect decide which posters should be included in the program. We would be very grateful for your considered input. Please distribute your ratings roughly equally across the three categories.

Poster A	You recommend the paper for a poster session with substantial enthusiasm.
Poster B	You recommend the paper for a poster session with moderate enthusiasm.
Poster C	You do not recommend the paper for a poster session.

A reminder of these definitions is available online in your session page.

Dual Submissions

If you are considering a paper that has also been submitted to another session, which is the usual case, we ask that you coordinate with the other organizer. If your session is the author's first choice, you have priority in accepting the paper. If your session is the author's second choice, you need permission from the other organizer. In either case, if one of you accepts the paper, the other may code it as a Yield. If you are not interested in the paper and the other organizer is not sure he or she will accept it, it is more helpful to give it a poster rating if applicable.

Low-Submission Sessions

Although rare, some sessions may receive too few papers to allow for a high quality session. In these cases the Program Co-Chairs, in consultation with the organizer and co-organizer, may elect to cancel the session or combine it with another session.

Author Notification

All author notifications are handled centrally using a standard set of email templates, so you need not take any action. If you communicate directly with the authors, you should be careful to tell those in the

"Add Session" category that you have recommended their paper for inclusion in an additional session, but must wait to see if the session is approved. A similar comment applies to the "Forward" category.

Overflow Proposals

To propose an additional session, you fill in an online form where you link the papers, suggest potential chairs and discussants and, most importantly, include a justification for the session. It is important for the quality of the program and for fairness to authors that you propose additional sessions when, and only when, you have sufficient high-quality papers. The Program Co-Chairs allocate overflow sessions on the basis of quality as well as the number of first-choice and total submissions. In some past years, about 30% of all submissions were accepted in standard or overflow sessions, but of course most papers are submitted to two sessions.

First-Round Notifications

Your decisions on all submissions have to be entered by 5 p.m. EST on November 4, 2013, when the review pages will be locked. You may alter your decisions at any time before then. The Princeton office will process your decisions and notify all authors of decisions on their papers—whether they have been accepted, recommended for overflow, or rejected, and if they are going to be considered for a poster—on November 11, 2013.

Second-Round Notifications

The Program Co-Chairs will decide on overflow sessions and notify you of their decisions no later than November 26. If your overflow session is approved you will have a new session page with the selected papers. Authors of submissions considered for overflow sessions will be notified of the decision on their submission at the same time that organizers are notified, no later than November 26. All notifications will be handled centrally, so you don't need to worry about contacting the authors.

Chairs and Discussants

All standard and overflow sessions should have a chair and discussant. The organizer or one of the co-organizers usually chairs at least one session, but others can be recruited. You also need to recruit one or two discussants for each session. Authors, particularly junior authors, profit greatly from the review that a good discussant provides.

The deadline for securing consent for chairs and discussants for all sessions that you have organized, both standard and overflow, is December 13. However, you should start selecting them much earlier because it takes time for people to reply to you and for you to obtain their consent. This is a "hard" deadline: selections must be made by December 13.

Once you select a chair and discussant and secure their consent, the organizer can enter them on the website, using a link that will become available on your session page. If they are not already in the database you will need to provide their email and affiliation.

More on Chairs and Discussants: Modification of the Two–Appearance Rule

Although it has not yet been announced publicly (it will be in the fall 2013 PAA Affairs), the two-appearance rule will be modified this year. Specifically, chair and discussant duties will not count toward the appearance limit. It is very important to be able to tell those you invite to be chairs or discussants that, if they agree to perform those duties, it will not affect their ability to appear as authors on two paper or poster sessions at PAA 2014. There will, however, be a four-appearance limit on author, chair, and discussant appearances combined.

One consequence of this rule modification is that senior researchers, who typically are more likely to have two paper appearances, are more likely to accept invitations to be chairs and discussants than they have been in the past. The Program Co-Chairs feel that, while having very senior researchers as chairs is appropriate and even standard, it would not be desirable for discussants to all be senior researchers. Therefore, we ask that you make an attempt to invite younger, mid-level researchers as discussants as well.

The two-appearance rule is not imposed until January, after all sessions have been set and all two appearances can be definitely determined.

Contact

For technical support please email paa2014@princeton.edu.