Frequently Asked Questions (FAQs)

- **Do I need to be an ISME Member to submit to the ISME 2022 World Conference?**
  Yes, you MUST be an ISME Member to submit. All presenters and co-presenters must be ISME members.

- **What is the deadline for the 2022 ISME World Conference Submissions?**
  October 12th 2021 at 11:59 PM Pacific Time.

- **What is the difference between an individual paper and a roundtable paper?**
  Individual Paper Submission: An individual paper submission is an individual paper with one or more co-authors to be presented in a room set up theatre-style. A typical structure for a 90-minute individual paper session with three papers allows approximately 20 minutes per paper and 10 minutes of discussion. All individual paper sessions will have a screen, LCD projector, audio player and speakers available in the room.
  Roundtable Paper Submission: A roundtable paper submission is a paper with one or more co-authors to be presented in a room set up with round tables to encourage maximum interaction and discussion among presenters and attendees. At a 90-minute roundtable session up to five papers clustered around shared interests will be presented. Each presenter will have approximately 10–12 minutes to present followed by an extended period for discussion. There will be a designated chair, who is knowledgeable about the research or practice in the area, to facilitate discussion and participation. Because of the physical configuration of this type of session no additional audiovisual equipment, such as a screen or LCD projector, is provided. Authors wishing to display information may do so from their own laptop computer screens. If you plan to use a laptop, please be sure the battery is charged, as no power source will be provided.

- **What is the word count for a paper (individual and roundtable) and poster submission?**
  - 15 words or fewer for paper title
  - 400 words or fewer for abstract (excluding title)
  - 1,500 to 3,000 words for the full paper
  - References, tables, and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.

- **What is the word count for a symposia submission?**
  - 15 words or fewer for symposium title
  - 300 words or fewer for overall symposium session summary without any author/participant identification. The summary will be published in the Conference Abstract book and must address the following elements:
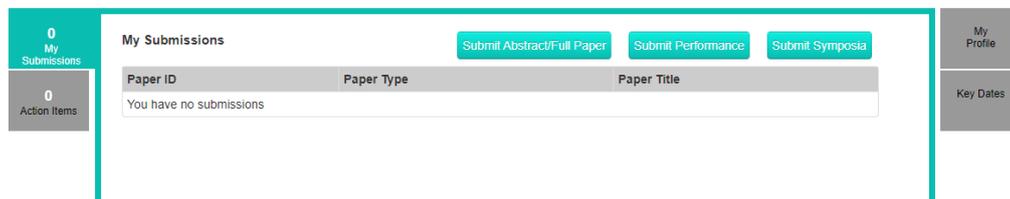
1. Objectives of the symposium
       2. Overview of the presentation format
       3. Scholarly or scientific significance
       4. Structure for the session
- 300 words or fewer for each participant's paper/presentation summary to be included in the symposium. These summaries will be published in the Conference Abstract book and must not include the name of the participant. Abstracts must address and will be reviewed on the following five items:
  1. Theoretical/pedagogical background of the paper
  2. Aim/focus of the work/research reported
  3. Method/approach/modes of inquiry
  4. Results and/or summary of the main ideas
  5. Conclusions and implications for music education

- **What is the word count for a workshop submission?**
  - 15 words or fewer for paper title
  - 400 words or fewer for abstract
  - References, tables and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included. Submissions will be removed from consideration if the paper exceeds the word limit or includes author identification.

- **Should I include author identification?** No. Author identification should not be included for any abstract or full paper submissions for any presentation format. All submissions are reviewed on an anonymised basis.

- **Can I submit the same submission to more than one review panel?** No. Each submission can be submitted to one review panel only.

- **How do I request that my submission be included for consideration for the Presidential Sessions?** There is an opt in button included on the submission system that will allow you to request that your presentation be considered for Presidential Session inclusion. Please note that only **Individual Spoken Papers and Symposia** will be considered for inclusion.

- **How many times can I be listed as the first author or participant in the program?** Conference submissions for each presenter are limited to a **TOTAL of four**; this can only be made up of: ·

- **TWO papers (individual or roundtable) and/or poster submissions**;
- **TWO symposia and/or workshop submissions.**

If a submitter exceeds these limits the earliest submissions only will be reviewed. No individual will be permitted to present in more than a total of TWO Papers, Posters, or Workshops/Demonstrations sessions and TWO Symposia.

- **Is there a limit on the number of co-authors on my paper?** No. There is no limit for co-authors listed as long as they all contributed to the paper.

- **What do I do if I forgot to add my co-author?** You can log into the submission portal again and edit your submission, including adding co- authors prior to the submission deadline.

- **Do I need to use a specific format or style, such as APA?** No, you do not need to use a specific style.

- **Why is my submission removed from consideration?** Submissions are removed from consideration if you do not follow ISME policies. The main reasons could be that you:

  o Submitted a proposal to write a paper rather than a complete paper (though the paper may be preliminary)
  o Included author identification;
  o Exceeded the word limit (there are different word limits for papers and symposia and workshop submissions)
  o Submitted the same paper to more than one conference review panel
  o Submitted a paper that has been previously presented or published
  o Submitted more than two papers as a first author or exceed two appearances as a participant in a symposia or workshop

- **Can I change the conference review panel I am submitting to after I have already submitted?** You can change the review panel you submit to if your paper is in draft mode and the submission deadline (October 12, 2021) has not passed.

- **Can I have my submission included in the Commission and SIG programs being convened during the World Conference?** Yes, these is an option in the submission system to have your submission associated with a Commission or SIG. The process is:
  o After the Scientific Committee has **accepted** a proposal, papers where an association with a Commission or SIG has been requested will be handed over to the Commission or SIG or possible inclusion in their curated programs.
  o These accepted submissions remain anonymised while they are reviewed by the Commission/SIG
  o The Commission/SIG will curate their programmes within the World Conference from all associated submissions
  o Submissions accepted by the Commision/SIG will be included in thier

programmes

- o Submissions **not accepted** for the Commission/SIG programmes will be returned to the Conference organiser. This will **not affect** the status of your accepted submission being included in the World Conference program.
- o The Commission/SIG review process will take place *after* the Scientific Committee review meaning that you will first be advised of your acceptance to present at the World Conference. A further confirmation of your inclusion in a Commission or SIG program within the World Conference will follow as a separate notification from the organisers.
- o If no association is requested submissions will be placed into the program at the organiser's discretion.

- **I submitted my paper to a journal for publication (or to another conference for presentation). Can I still submit to ISME?** Yes, as long as the paper has not been previously published or presented before the ISME World Conference. If you find out after submitting to ISME that your paper has been accepted for publication or presentation at another conference, you can still present at ISME as long as the publication or presentation date occurs after the ISME World Conference or Pre-Conference seminar. If it is before, you should withdraw the submission from ISME.

- **What if my affiliation/university has changed and I want to update my information?** Log into the submission porta and click the "My Profile" on the dashboard to edit your profile.

- **When will I know if my submission has been accepted?** We are working toward a publication date of January 31st 2022 for all World Conference acceptances. This though is subject to change.

- **Is the process the same for submitting to a Pre-conference seminar?** The pre-conference seminar submission process largely mirrors that of the World Conference. There is a separate submission system for these events and each Commission has prepared their own Pre-Conference Seminar Call for Papers. The opening and closing dates for the pre-conference seminar are also a little different.

  - **Opening of the Call for Papers – April 5, 2021**
  - **Closing date for the Call for Papers – November 1, 2021**

Still can't find the answer to your query?

Please contact the Conference Managers on program@ismeworldconference.org

For information regarding ISME membership, please contact admin@isme.org