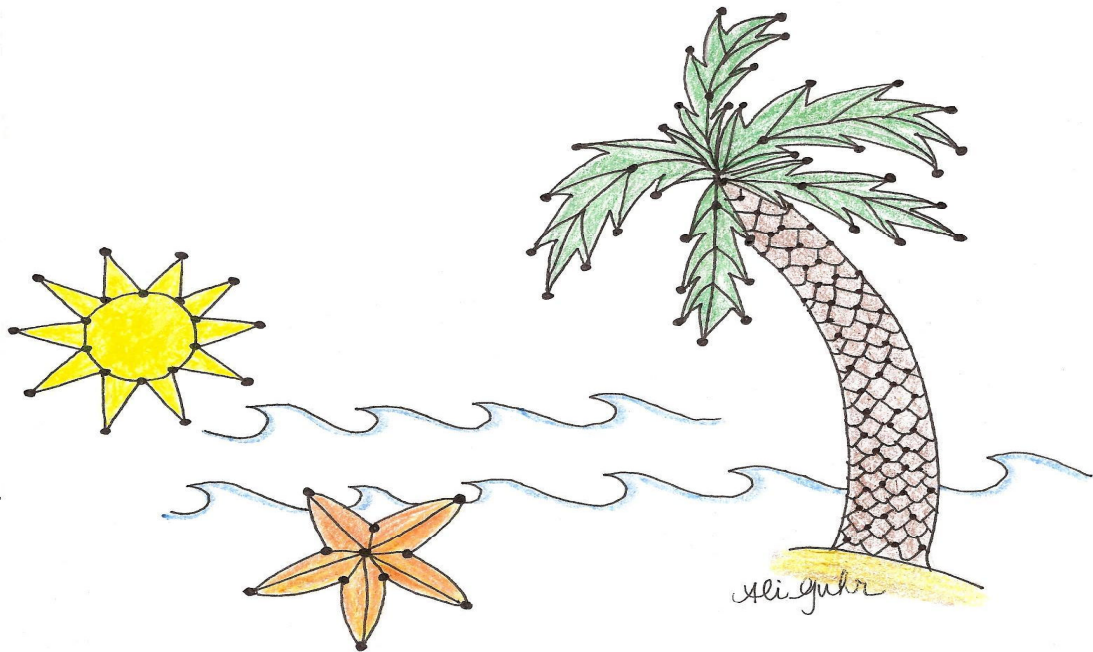


Sunbelt FAQ



Sunbelt XXIX

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Abstract Submissions

1. **Is there a word count limit for the abstract? If so, does it include the title and citations?**

Yes. Please limit the abstract to 250 words. The web input form *should* limit submissions to 1,400 characters.

No, it doesn't include the title and citations. Try to keep in mind that it's an abstract, not a literature review, and please don't include a list of references.

2. **Is there a conference template for submitting the paper like a Word template where I write my paper in (that has the appropriate headings for figures, sections, and margins)?**

Or is the submission only for the paper abstract?

After you submit the abstract, do you then submit the actual full paper?

INSNA only considers abstracts not completed papers. You may want to bring copies of your paper (25 or so is appropriate, more if you think it's a really interesting paper and many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. Doing this will get your work more public exposure, help you establish connections with other network researchers, and increase the amount of useful feedback your work receives.

Paper Content or Topic

1. **Can you tell me about the subject matter or level of technical sophistication of papers at your conference?**

The website http://www.insna.org/PDF/Connections/v26/2004_1-1-10.pdf has abstracts from the 2003 Sunbelt conference, providing an example abstracts -- both in terms of content and length.

2. **Are there any other requirements that I should be aware of in order to have the best chance of acceptance?**

The abstract must describe some work that is about **NETWORKS**, most likely, social networks. If it is not about networks, even if it's an interesting and well-written piece of work, it will not be accepted. The review committee may ask you to re-cast the paper so it is about networks, and ask you to submit again.

3. **We have a series of papers that we'd like to be presented in a single session. What do we have to do to make that happen?**

It's easy. Just make sure that each paper selects the session title that you want to have. If that session title doesn't appear on the drop-down list when you submit your paper, add it as a new session and make sure everyone chooses that session. To be extra sure they will go together, put a note in the "additional notes" box on the abstract submission form for each paper and say that the paper should be in the session with the other ones. Name the session or session organizer in this note.

Poster Session Guidelines

A Poster session is a graphic presentation of authors' reports. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. The authors will then hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of the two hour session. If handouts are distributed, bring approximately 50 copies. Highlight the author(s) names and address information in case the viewer is interested in contacting them for more information. **No audiovisual equipment is permitted for poster presentations.**

For those people interested in your data, you may consider distributing copies of your handouts or taking advantage of the ability to upload your handouts to the Online Program, so that they become a permanent part of your

Poster Board Information

INSNA will provide a poster board for each author presentation. The author should prepare all materials in advance.

- The poster board will be 3 feet tall by 4 feet wide, mounted on a table.
- Thumbtacks will be available onsite for mounting the displays.
- A chair will be provided for each Poster Session presenter
- There will be approximately 40 posters scheduled concurrently in a large tented area at the conference site. Posters will be clustered by area of study. Posters may be set up ½ hour before the start of the session. To locate your assigned poster board, look for the designation session to which your abstract was assigned. Presentations should be taken down within 30 minutes after the session ends. Display materials not removed following the conclusion of the session will be discarded.
- Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 1 inch high. Bring all illustrations needed -- figures, tables, color photographs, charts. It may be helpful to consult an artist about the display.
- The material should be well labeled and legible from a distance of 2 yards. Lettering should be bold. If you will be posting typed material, use a large font size (20 to 24 point font) on white, pale yellow or cream-colored non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Simple serif fonts such as "Times New Roman" are easier to read than sans (without) serif fonts such as "Geneva".

Adapted from the APHA Poster Session Guidelines

What to Submit

1. **I'm interested in submitting a paper to Sunbelt 2009, and I'm not sure of the requirements. It looks like I only need to submit an abstract – is that correct?**

Yes, that is correct.

2. **In the conference website, I only saw the deadline for abstract submission. I am wondering whether it requires a full paper submission after the abstract submission. If so, when is the deadline for that?**

You don't submit the full text of your paper. You only submit the abstract. However, it is a good idea to bring 60 or 70 copies of your paper (more if you think it's a really interesting paper and you think many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. The deadline for making the copies would be the day you present your paper at the conference.

3. **I'd like to know what the format to submit papers for this conference is and what the page limit is. Is there a word-limit or even a recommended length on the abstracts for INSNA?**

Please shoot for something in the range of 180 - 250 (1,400 characters) words for your abstract.

Authors

1. Is there a limit on single/multiple-authored submissions?

We're going to accept **only one** single-authored paper from each person and there will be a similar restriction on the number of papers on which you can be the senior author. You can present **only one paper** at the conference, regardless of how many you submit or how many times your name appears as an author or co-author.

In jointly-authored papers, it is expected that the paper will be presented by the senior author.

2. Is there a limit on the number of submissions per author? A colleague and I are planning two joint submissions. She will be the first author on one, and I will be the first author on the other. If both were accepted, we would both do the presentations.

Please see the answer to the previous question. You and your colleague will be okay since each of you will be the senior author of only one paper and each of you will be presenting only one paper.

Copyright

1. I am keen to submit a paper for the Conference's consideration and would like to know about the matter of copyrights. Basically, if my paper is accepted to be presented at the conference, does it allow me to submit it to an academic journal for publication?

Yes, you will still own copyright and you can submit your paper wherever you'd like to.

Postings to the website related to Sunbelt are not private. You grant INSNA and its designees the unrestricted right to use, reproduce, modify, translate, transmit and distribute any information or material you supply or communicate via such postings, in any medium now in existence or hereafter developed, for any purpose, including commercial uses.

Proceedings

1. Will work accepted for the Sunbelt conference be published in the proceedings having ISSN?

We do not publish a proceedings of all papers presented at the International Sunbelt Social Network Conference, but we do publish abstracts from all accepted papers in the conference program, which will remain on the INSNA web site indefinitely.

Visit <http://www.insna.org/sunbelt/> for Sunbelt archives.

Paper Presentation Format

1. What is the format of paper presentations at the conference?

There are two formats of presentations. The first is called "regular 20-minute lecture" and the second is called "60-minute poster seminar."

2. What happens in a "regular 20-minute lecture" presentation?

If this is the format of your presentation, you will stand in the front of a room, probably behind a podium. The audience will be sitting in chairs arranged in rows, like a classroom. You may use a data projector connected to a computer or an overhead projector to display graphs and charts to the audience. If you want to allow five minutes for question and answer, and if you can start your presentation as soon as your time begins, you will have 15 minutes to deliver your paper. (If it takes you a few minutes to get set up before you begin your presentation, you will have a few minutes less than 15 minutes to deliver your paper.)

3. What happens in a "60-minute seminar" presentation?

If this is the format of your presentation, you will stand in front of or next to a poster that you have made to show the important points of your paper and probably some graphic material. The audience will be either seated in chairs arranged in a semi-circle around you or standing behind the chairs. **The poster is three feet tall and five feet wide**, so there is room for a fair bit of material. Because you have a full hour, you can run your presentation like a seminar, with lots of discussion with members of the audience. Because more people may join your presentation part way through, you may wish to give a ten-minute summary presentation once at the beginning of the hour and again halfway through it. (There is a chance that you may use a data projector connected to your computer to display more graphic material to the audience, but we cannot guarantee that we will be able to supply projectors for all of the poster seminar presentations.)

Membership and Registration

1. Is there anything I have to know about or do if I want to present my paper at the conference?

Other requirements are that you will actually attend the conference and present your work if we accept your paper, and that you must be a member of INSNA when you present the paper.

2. Do I have to be a member of INSNA to submit a paper?

You must be a member in good standing with all bills paid to submit a paper. You must also register for the conference; a separate fee/process. If you have not done this, your paper will not be kept on the program.

3. How do I obtain a refund if I can no longer attend the conference?

Refunds can be obtained by contacting an INSNA administrator (webmaster@insna.org) or by viewing your purchase history information through Account Management and selecting the "Cancellation Request" on the INSNA website (<http://www.insna.org>).

INSNA is willing to provide 100% refunds up to 1 month prior to the conference. After this date all refunds will be made at 80% of the purchase amount.

4. What are the current refund policies?

All refunds are 100% prior to 2/10/2009; 80% 2/10/2009 through 3/5/2009 and we **do not** provide refunds after 3/5/2009.

Fees, payment, currencies, receipts, credit cards, bank transfers, refunds, etc.

- 1. Is there a way to get a breakdown showing what I registered for and the fee I paid for each item?**

An e-mail receipt as well as an on-screen display of your receipt will be provided when payment is completed.

- 2. I need a receipt that shows how much I paid and what I paid for. How can I get one?**

A receipt showing how much you paid in \$US is automatically sent to the email address you used on the registration form. Please print your receipt and keep it in a safe place,

- 3. I do not have a credit card and my university will not issue a check. Will you please send me the information so I can pay by a bank transfer?**

We're sorry to say that we do not accept payment by bank transfers. Credit card processing is the only acceptable method for website registration.

- 4. How do I review/dispute any charges made on my account?**

You can review and dispute all charges in the website [Account Management](#) feature.

- 5. What are the current refund policies?**

All refunds are 100% prior to 2/10/2009; 80% 2/10/2009 through 3/5/2009 and we **do not** provide refunds after 3/5/2009.

Contests & Awards

Microsoft Award

The International Network of Social Network Analysis (INSNA), the world's leading academic organization devoted to the study of network science, is honored to announce that Microsoft has agreed to sponsor a paper award for research on the social network structures of software development.

Software development is a critical work practice of the information economy. New models of software development are emerging that show significant ability to deliver and maintain the complex social relations of software projects. To understand these emerging forms of production we invite papers that focus on empirical studies of collaboration and collective development of software projects, including the development of open-source software.

Related collective products like documentation, support, and design will also be considered. Also, studies that highlight important group processes and practices associated with robust software are welcome.

Microsoft has contributed \$10K to INSNA's general fund to sponsor this award. This is a onetime contribution to sponsor the competition for the 2009 Sunbelt Social Networks Conference. Half of the donation is earmarked for INSNA's endowment. There will be a \$ 5,000 prize for the best paper on these topics. If this competition proves successful, Microsoft will consider continuing the contribution on an annual basis.

An INSNA committee will select the winners. Microsoft will have a nonvoting representative on the committee.

Student Award

The Best Student Paper Award is given annually to a graduate student in recognition of research on social network analysis.

The award is for research by a graduate student and is administered by INSNA, the International Network for Social Network Analysis. Students should submit a paper (written in English, in a .pdf file) to the committee before December 1, 2008. The winner of the award will be announced late this fall, and will give a formal presentation at Sunbelt 2009 in San Diego. . Eligible students must be first (or sole) author on the submitted paper. A letter of support should be submitted as well. Submitted papers will be evaluated by a committee of four judges; their decision will be final. Judging will be on the basis of the level of originality in the ideas and techniques, the possible applications and their treatment, and potential impact. The committee may arrive at the conclusion that none of the submitted papers merits the award.

The monetary prize for the best student paper is \$2,500.

Please send all application materials to INSNA President, Professor George A. Barnett, gbarnett@buffalo.edu.