

INSTRUCTIONS FOR FINAL SUBMISSIONS

Deadlines:

Please note that your final submission will only be included in the conference programme if:

- Your final submission has been uploaded onto the ExOrdo platform by Sunday 14th May, 23:59 (BST); and
- At least one author in your final submission registers by Monday 22nd May.

Please note: The original final submission deadline (Friday 5th May 2023) was extended to Sunday 14th May 2023, 23:59 (BST).

Withdrawal:

If you do not intend to provide a final submission to present at the conference, please let us know as soon as possible so that your submission can be withdrawn. Early notice of withdrawal is helpful for the organisers and much appreciated.

Authors' Feedback:

You will find comments from the reviewers by logging in to your [ExOrdo Dashboard](#) and selecting the 'View Your Review' prompt from your card. Please take these comments into account when preparing the final version of your submission.

Final submission formats:

In order to promote debate, authors are expected to upload a final submission, i.e. a more developed draft of the extended abstract they initially submitted. Where the final submission is a full paper or speed talk, the final submission will be made available to a discussant, who will provide feedback on the author's presentation at the conference. Please note the following:

1. The ExOrdo system will be open for final submissions from the 17th of March until the 14th of May, 23:59 (BST).
2. Carefully prepare your Full Paper, Speed Talk or Poster final submission following the specifications below (also available on the conference website).
3. Ensure you submit your final submission ahead of the deadline via ExOrdo.
4. Please upload your Full Paper, Speed Talk or Poster final submission **as a PDF file**.
5. When submitting, you will have the option to add a short abstract of up to 350 words for inclusion in the conference Book of Abstracts. Please follow the prompts in ExOrdo if you do not wish your abstract to be added to this.

A. Specifications for Full Paper submissions:

A maximum length of 10,000 words is recommended for Full Papers. Each paper must include the following:

- a. Introduction outlining the research objectives
- b. An explanation of the theoretical and empirical background to the paper
- c. Methodology, findings and contributions to theory and practice
- d. Authors are encouraged to include some reflections on the policy relevance of their research in their final submissions, where possible
- e. In-text citations and a reference list

B. Specifications for Speed Talk submissions:

Speed Talk submissions are recommended to be between 4,000 and 10,000 words and must include the following components:

- a. Introduction outlining the research objectives.
- b. An explanation of the theoretical and empirical background to the paper.
- c. Description of the methods, findings and contributions to theory and practice.
- d. Authors are encouraged to include some reflections on the policy relevance of their research in their final submissions, where possible.
- e. In-text citations and a reference list

C. Specifications for Poster submissions:

Poster submissions should be in a 1-page, size A1 format in either portrait or landscape orientation. Poster boards will be provided by the organisers. The design and content included in the Poster can be decided by the Poster authors, and may include the following components:

- a. Introduction outlining the research objective and aims
- b. An explanation of the theoretical and empirical background
- c. Methodology, findings and contributions to theory and practice
- d. Reflections on policy relevance of the research

Additionally, please:

- ✓ Be sure to include the abstract title, author and co-author names, and the institution(s) where research is underway.
- ✓ Include your contact details for attendees who desire further information.
- ✓ Print and bring your Poster to the conference. Alternatively you could email the Printing service based at the University of Sussex (printunit@sef.fm) and ask for a quote and printing availability for any files you need to print ahead of time, preferably as PDFs. The Print Unit can provide you with estimates and card payments can be made by telephone on +44 1273 67 8216. Collection from them (on the university campus - Hastings Building – may be an attractive option for some authors).
- ✓ Refer to the final conference program for the time and location of your Poster session and set-up time. The poster board number assigned to your Poster will be shared closer to the time.
- ✓ The designated Poster presenter (author or co-author) must be present at the assigned space during the designated time to discuss the work presented.

Please do not hesitate to contact us at euspri2023@sussex.ac.uk if you have any questions.