

Mahan Symposium, University of South Alabama, March 13-15, 2003

Instructions for Presenters

Presentations, Submission of Papers

Sessions are 90 minutes. Presenters will have 25 minutes each in which to present their paper, with 10 minutes reserved for commentary, and the remainder allotted for audience discussion. Presenters should submit copies of their paper to their respective session chairs and commentators far enough ahead of the meeting to allow for considered comments. Ideally, the commentators should have a copy of the paper by **February 15**. If you revise the paper in the interim, you can forward a revised version to the commentator, noting the changes you've made. Presenters and commentators should also send a brief cv (for introduction purposes) to the session chair. Please ask your session chair and/or commentator if it is acceptable to send materials as email attachments before you do so. Please inform me of any audiovisual equipment needs.

We hope to assemble the papers for an edited volume to be published by a university press. I've spoken with several presses, and the preliminary response has been enthusiastic. One or more presses will have representatives at the symposium. The closer the papers (i.e. prospective chapters) are to being ready for publication, the more smoothly the process will work. Presenters will have an opportunity to revise their papers after the meeting. If possible, you should provide me with a copy of your paper at the meeting itself, if not before. I will make photocopies of the respective papers for all participants, who may have useful comments or suggestions for revision. Revised papers (chapters) should be sent to me no later than **July 1**. Chapters should be approximately 25 pages, double-spaced (with standard fonts and margins), plus notes. Authors should use the latest *Chicago Manual of Style* as the style guide. I will endeavor to have initial editing completed by September 1, and I hope to be able to forward the manuscript for press consideration early in the fall.

Travel Reimbursement and Honoraria

The USA History Department will reimburse transportation expenses (airfare or driving mileage) for all presenters noted in the program. Hotel room costs will be billed to the USA History Department (please note that phone calls, room service, movies, meals charged to your room, etc. will be your responsibility). Except for the Thursday evening reception (heavy hors d'oeuvres) and the Friday luncheon, participants are responsible for their own meals. Presenters will receive an honorarium (once their symposium paper is turned in to me or they have otherwise fulfilled their commitment). Please inform me of travel arrangements as soon as you know them (including airline arrival and departure times, and hotel room requirements). I will also need home mailing addresses and social security numbers to ensure prompt reimbursement and/or payment. **Contact** Richmond Brown, Dept. of History, University of South Alabama, Mobile, AL, 36688; ph: 251/460-6158; email: richmondfbrown@aol.com; web info: www.usouthal.edu/history