

INTERNATIONAL COMMITTEE OF HISTORICAL SCIENCES

Guidelines for the preparation and sessions of the Jinan Congress

1) General Recommendations

The success of an international congress depends on careful and timely preparation.

a) Organizers

Organizers, chosen for their expertise in the field and their knowledge of the principal works,, are the key persons responsible for each session.

b) Participants

- The participants should be recognised specialists in the particular field of the session.
- To ensure a truly international representation participants should be chosen from various countries and different regions of the world.
- Consideration should be given to appropriate gender balance and age representation (particularly the inclusion of younger scholars).

2) Organisation of the Sessions.

a) Major themes, specialised themes and joint sessions

The total number of paper presenters should be **12** for the major themes, **6 to 8** for the specialised themes and joint sessions. The comment by the discussant and the initial presentation by the organizer(s) are not included in these figures. The major theme sessions last an entire day (6 hours – 2 sessions of 3 hours each, morning and afternoon) and the other sessions last one-half day (3 hours).

b) Round tables

A round table consists of a scientific discussion in an open session of one major paper written by the organizer(s) and analyzed by four commentators (maximum). Sessions last 3 hours, including the debate with the audience.

To ensure the quality of the round table, it is essential that the paper written by the organizer(s) be sent well in advance (see below) to the four commentators.

3) Procedures and agenda

- a) The organizers prepare a short explanatory text, in the form of a call for papers (or, in the case of round tables, a call for commentators), outlining the key issues of the theme to be treated. They send their texts **before the 27th May 2013** (1 500 characters, including spaces), or 300 words, using Word,) to the Secretary general who will post them on the website of ICHS, with the names and mailing addresses of the organizers.
- b) Applicants must submit their proposals (for papers or, in the case of round tables, for topics to discuss) to the organizers **and** to the Secretary general by the 31st December 2013.
- c) In December 2013, the organizers will propose to the Secretary general the names of discussants for the major themes, specialised themes and joint sessions. The role of the discussant in these sessions is to open the discussion by engaging with the papers from a critical perspective.
- d) Organizers take the scientific responsibility in the choice of the participants for their session. They should take into account the received proposals and also the recommendations listed above (point 1-b and 2-a and 2-b). They communicate their choice **before the 31st January 2014** to the Secretary general who checks to see if the mentioned recommendations have been implemented.
- e) Organizers must forward the definitive program for their session to the Secretary general **before the 15th February 2014**, with a **résumé (1 500 characters - including spaces - or 300 words)**, plus the list of the participants, the title of their contributions (except for the round tables), their universities, their mailing addresses, and their e-mail addresses :

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- f) The organizers of all the sessions must also inform the applicants whose proposals were not selected.

4) The publication of the program

In March 2014, the program of the Congress will be posted on the specific *Jinan Congress 2015* website and on the CISH website.

5) **Submission of the papers**

- For the major themes, specialised themes and joint sessions, the authors of papers must submit their text **before the 15th March 2015** to the organizer(s) and the discussant of their session, and also post them on the Jinan Congress website.

- The organizers of the round tables must send their texts **before the 15th March 2015** to the 4 commentators in their sessions and also post them on the Jinan Congress website.

6) **Sessions: General organization**

a) Major themes, specialised themes joint sessions

- Organizers will introduce the theme and the *problématique* ; and introduce the participants(10 minutes)
- Each participant will then speak **for 10 minutes**.
- The discussant will then take the floor for **about 20 minutes** and set out his/her views and comments.
- Adequate time must be reserved for the general discussion.

b) Round tables

- The commentators will be seated with the organizer(s).
- The organizer(s) will introduce the commentators and will present the paper which will be discussed (20 minutes).
- Each commentator will have 15 minutes for his/her comment.
- Adequate time must be reserved for the general discussion.

7) **Languages**

Session organizers must take into account the problem of languages. Since simultaneous translation will not be available (except for the major themes), sessions must be conducted exclusively in English, French, or Spanish.

NOTE ON THE PAPERS

The length of the individual papers should be kept between 30 000 and 35 000 characters, including spaces (between 6 000 and 7 000 words).

It is CIHS's policy to make available all papers on its website prior to the Congress in Jinan. Authors remain free to publish their original paper or revised versions in any forum they choose to, provided they include a reference to : *International Committee of Historical Sciences, XXIIInd Congress, Jinan 2015*.