

NCA Professional Standards for Convention Participants

Approved by the Executive Committee June 2011; Revised June 2016

The National Communication Association's (NCA) annual convention provides significant professional development opportunity for NCA members and convention participants. Given the centrality of this annual event to the organization and the membership, the following Professional Standards establish guidelines for submitting work to the annual NCA convention.

- 1. If you submit your work, you are making a commitment to register for and attend the convention.**

If you make a submission to the NCA Annual Convention, you are at the same time committing to register for and attend the convention if this work is accepted. The number of programming slots is limited, and thus if you do not register for and attend the convention, besides disappointing your audience, you are leaving vacant a programming slot, and a potential opportunity for someone else to present will have been lost. Acceptance of work carries the obligation to register for and attend the conference.

- 2. Before you submit proposal you should secure from all program participants a commitment to register for and attend the convention.**

Prior to submitting a proposal that includes other presenters (i.e., chair, respondent, presenter, performer, etc.), secure their permission to include them, and also confirm their commitment that they will register for, attend, and present at the convention upon acceptance of the program. Please do not include the name of any participant who has not expressly agreed to be part of your proposal. When this happens, your proposal is being reviewed and accepted or declined based on inaccurate or unconfirmed information. Non-NCA members are encouraged to participate in the convention. Guest registrations are available for qualified participants.

- 3. You should submit only work that has not been published or has not been accepted for publication at the time of submission.**

You should not submit a paper for presentation at an NCA convention after it has been published or accepted for publication. Because the scholarly community will have an opportunity to read your work, it is not appropriate to occupy a convention slot for a work that has been published or accepted for publication. It is appropriate to submit a paper that you hope will be published, yet has not been accepted for publication. Convention presentations are an excellent way to receive feedback about your research from program respondents and colleagues. You may present a paper at an NCA convention if your paper was accepted for publication after it was submitted to the convention.

- 4. You should submit only original work that has not been presented at another conference and that is not concurrently under consideration for another conference.**

In keeping with expected academic professional standards, conference papers, performances, and panel discussions are presented at only one professional conference; violation of this standard is unethical. You should not present the same paper, performance, or panel discussion at more than one conference unless you present for the first time at a small, student-only conference. Short Course proposals are exempt from this standard due to the instructional nature of the submission type.

- 5. You should submit your proposal to only one NCA interest group or affiliate organization.**

You will not be permitted to present the same paper, performance, panel discussion, or paper session multiple times at the convention; consequently, it is not appropriate to submit the same work to more than one interest group/affiliate of NCA. Please read the calls for submissions carefully to select the most appropriate forum for your proposal.

- 6. You should ensure that respondents have adequate time to prepare a response to your paper, performance, presentation.**

In order to provide a quality response, respondents need an appropriate amount of time to prepare. You will be asked to upload a final copy of your paper in August/September to NCA Convention Central, from which respondents will access your final copy. If you miss the deadline to upload a revised/final copy, please email a copy of your revised paper directly to the respondent at least one month before the convention. In addition, if since the time of your submission your paper has been accepted for publication, please inform your respondent.