

## **Social Science Research and Instructional Council**

### **OFFICIAL RULES for SOCIAL SCIENCE STUDENT SYMPOSIUM**

Thanks to a generous donation from Dr. Gene Geisler, Professor Emeritus of Political Science at San Francisco State and a key founding member of the SSRIC, the Symposium will include three \$500 best paper awards (Faculty Memorial Awards) as well as a small amount to defray travel costs for other papers presented.

#### **I. BEST PAPER AWARDS**

Awards will be in three categories: The McCall Award for best undergraduate paper, the Nesvold Award for best graduate paper, and the Rummels Award for paper demonstrating the best use of quantitative data. Awards will be based only on the written papers submitted, but papers must actually be presented in order to be eligible for an award.

##### **a. McCall Award for Best Undergraduate Paper**

The award for best undergraduate paper is named after Dr. Charles McCall (Political Science, Bakersfield). Charles was one of the SSRIC founders. He was SSRIC Council Chair (AY 1974-75), served on the Council of the Inter-university Consortium for Political and Social Research, and was ICPSR Council chair. He died in 2013.

##### **b. Nesvold Award for Best Graduate Paper**

The best graduate paper award is named after another of the Council's founders, Dr. Betty Nesvold (Political Science, San Diego). Betty was the very first SSRIC chair (AY 1972-73). Like Charles, she also served on the Council of the ICPSR, and was ICPSR Council Chair. She died in 1992.

##### **c. Rummels Award for Best Use of Quantitative Data**

The award for the best use of quantitative data is named after Gloria Rummels (Staff, State University Data Center [SUDC]). Until the early 1990s, SUDC served as the "hub" for the data bases, and the late Gloria Rummels was one of several staff members who provided fantastic support for data users. From the time of her death in 1985 until SUDC was disbanded some years later, Gloria's SUDC colleagues funded this prize out of their own pockets.

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#### **II. TRAVEL SUPPORT**

Travel Support: Papers presented at the symposium, but not winning a best paper award, will receive travel stipends not to exceed \$100 depending upon the number of papers submitted/presented from other than the host campus.

- a. Travel support is per paper and NOT per student author; however, students who presents two (2) or more papers are limited to one (1) travel stipend.

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- b. When there are co-authors, the full amount will go to the first author listed on the paper who is among those presenting.
  - c. Abstract-Only participants are not eligible for a travel stipend.
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### III. STUDENT ELIGIBILITY

Currently enrolled undergraduates, Master's level graduate students, and students in the first two full years of a CSU doctoral program, including recent graduates (Fall term 2017 or later) presenting work completed prior to graduation.

- a. Students may make a presentation without having submitted a paper, but will not be considered for an award.
  - b. In the case of papers with multiple authors, all authors must be eligible for an award.
  - c. Papers co-authored by both graduate and undergraduate students will be considered to be graduate papers.
  - d. California community college students are welcome to present, but are not eligible for awards.
  - e. CSU Students from campuses that do not have active Social Science Research and Instructional Council subscriptions are welcome to present, but are not eligible for awards.
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### IV. SYMPOSIUM PARTICIPATION

- a. One must register for the Symposium by completing an online registration form. The SSRIC website at <http://www.ssrlic.org> includes a link to the online registration form. One can also use <http://www.tinyurl.com/SSRIC-Symposium> to start the registration process.
- b. **Abstract-Only**  
If one does not wish to be considered for an award, it is not necessary to submit a research paper to participate. To present research as a work-in-progress, one need only submit an abstract (100 words or less) by the registration deadline. Abstract-only submissions are not eligible for the best paper awards nor travel stipends.
- c. **Best Paper Competition**  
To be considered for an award, one must submit a research paper by the registration deadline, make a presentation at the symposium and be present at the awards ceremony.

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**d. Necessary Forms**

- i. To receive an award, The CSU Foundation requires two forms -  
"State of California Vendor Data Record STD 204 (Rev 8-10)" form and  
"Withholding Exemption Certificate 590" form.
  - ii. To receive a travel stipend, CSULB requires two forms -  
"CSULB Vendor Data Record STD 204" form and  
"Direct Payment Request" form.
  - iii. These four (4) forms will be emailed to those who have registered for the Symposium. Complete all fields highlighted in yellow, print and sign. Submit the forms on the day of the symposium so that travel stipends and awards can be processed.
  - iv. International students cannot use the above forms and are asked to email the host campus contact.
- e. During the online registration, one should include a mailing address and phone number in case there is a need be reached prior to the Symposium. Participants receiving a travel stipend will be mailed a check to the address provided. Participants winning an award will receive their prize at their campus financial aid office.

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**V. ABSTRACT-ONLY REQUIREMENTS – Length and Format**

If one is interested in making a presentation only, submit a one-page ABSTRACT (100 word maximum).

- a. Submit your paper as an MS Word document (preferred), but PDF is acceptable.
- b. Name your file either "GRAD\_lastname\_firstname" or "UNDERGRAD\_lastname\_firstname" using the status (graduate or undergraduate) and names (last name first) of the lead author, i.e., UNDERGRAD\_Wilson\_Brian.docx (MS Word) or UNDERGRAD\_Wilson\_Brian.pdf (Adobe Acrobat).
- c. Prepare your one-page abstract using Times New Roman 12 point font with one-inch margins.
- d. In the upper left corner of the page, enter your "student status" as either GRADUATE or UNDERGRADUATE.
- e. Directly below your "student status", enter your name, university, major and email address.
- f. Center your title and, on the next line, enter the names of the lead and, if any, co-authors. If there are multiple authors, list them in the order of their contributions. Example: Wilson, Brian, Robert Skinner and Glenn Watson.

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- g. Type your abstract below your title/author lines using single-spacing (100 word maximum).
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**VI. PAPER REQUIREMENTS – Length and Format**

If you are interested in being considered for an award, submit both ABSTRACT (100 word maximum) and PAPER.

- a. Submit your paper as an MS Word document (preferred), but PDF is acceptable
  - b. Name your file either "GRAD\_lastname\_firstname" or "UNDERGRAD\_lastname\_firstname" using the status (graduate or undergraduate) and names (last name first) of the lead author, i.e., UNDERGRAD\_Wilson\_Brian.docx (MS Word) or UNDERGRAD\_Wilson\_Brian.pdf (Adobe Acrobat). For the competition, the filenames will be altered for anonymity prior to judging.
  - c. Prepare your paper using Times New Roman 12 point font with a one-inch margins.
  - d. Not more than 20 pages (excluding title, abstract, tables and graphs, and list of works cited)
    - o First Page - Title and Abstract: The first page should include only your title and abstract using single-spacing (100 word maximum).
    - o Second and Subsequent Pages – Paper: The paper must be double-spaced.
  - e. DO NOT include tables and graphs within the paper; rather, place tables and graphs as an addendum to the paper.
  - f. DO NOT include identifying information, such as author(s) name(s), campus affiliation or other identifying information on the abstract or paper.
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**VII. PAPER RESTRICTIONS**

- a. Papers that are published or forthcoming in a peer-reviewed journal (excluding student journals) are not eligible for awards, nor are book chapters.
  - b. Papers can be presented at both the Symposium and another conference such as the CSU Student Research Competition. For other conferences, however, check with the conference organizers.
  - c. Faculty cannot co-author a submitted paper. Only students may be listed as authors, and students must have done the bulk of the work. These are student awards for student work. Faculty advisers are expected to be just that: advisers.
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**VIII. AWARD CRITERIA**

- a. In addition to submitting a research paper by the registration deadline, the author must present the paper at the Symposium and attend the awards ceremony.
  - b. When there are multiple authors, at least one author must present the paper at the Symposium and attend the awards ceremony.
  - c. If a paper wins an award with multiple authors, the award amount is divided equally among all authors listed on the paper, including those not actually presenting.
  - d. Travel stipends and best paper awards may have tax or other financial implications such as financial aid. Students, who have questions regarding financial aid, should contact their campus financial aid office. SSRIC does not give tax or insurance advice.
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**IX. SELECTION PROCESS**

- a. A faculty committee appointed by the Social Science Research and Instructional Council will select the best paper awardees.
  - b. Paper reviews are anonymous, and faculty do not review work submitted from their own campus.
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