

NARNiHS-BRANDED PROFESSIONAL ACTIVITIES¹

Guidelines for proposers

Version: 14 November 2018

Approved unanimously by the NARNiHS Steering Group (email vote): 19 November 2018

The North American Research Network in Historical Sociolinguistics (NARNiHS) seeks to promote activities that facilitate direct participation of its members and that represent the NARNiHS mission and goals. To that end, ***we encourage members to seek out opportunities to organize professional activities in Historical Sociolinguistics under the NARNiHS brand***, beyond the regular annual meetings organized by NARNiHS (our Sister Society meeting with the Linguistic Society of America (LSA) and “NARNiHS @ the KFLC” at KFLC: The Languages, Literatures, and Cultures Conference).

We invite members to propose NARNiHS-branded panels, roundtables, workshops, etc. at existing meetings, conferences, symposia, and other professional venues. Previous examples of successful NARNiHS-branded activities include a workshop on texts as data sources for Historical Sociolinguistics at New Ways of Analyzing Variation (NWAY), and thematic panels in Historical Sociolinguistics of Spanish at the Linguistic Association of the Southwest (LASSO).

In order to secure approval for a NARNiHS-branded professional activity, please follow all of the steps below:

- (1) Member(s) prepare a proposal to the NARNiHS Steering Group (SG) with a description of their vision for the proposed activity and background information about the event at which it will take place. This proposal should address: (a) the type/nature of the proposed activity and its content and focus, (b) the contribution(s) of the activity to the main goals of NARNiHS (to promote and strengthen the presence of Historical Sociolinguistics in North America), and (c) a general description of the event hosting the activity and its typical audience, underscoring the relevance of the venue to the goals of NARNiHS. If the proposer(s) already have a list of participants in the activity, this list should also be included in the proposal. The entire proposal, regardless of the type of activity proposed, should not exceed two (2) single-spaced pages in a standard 12-point font (approximately 1,000 words), with one additional page for tables, figures, references, etc., and should be submitted in PDF format.
- (2) Proposals must be submitted for consideration of the NARNiHS SG ***before*** they are submitted for inclusion in the program of the professional event in question (ideally 2-3 weeks before the deadline for submission to the event (see (3) below)). Proposals should be submitted to the SG by email at NARNiHistSoc@gmail.com.

¹ Note that these guidelines are designed to cover situations where the proposer(s) are planning an activity that is larger in scope and generally involves multiple participants. If you, as an individual, wish to acknowledge your affiliation with NARNiHS as a single participant in a professional event (e.g. in an individual poster or presentation at a professional meeting), please see the webpage “NARNiHS Branding” concerning use of the NARNiHS name and logo (located in the NARNiHS website under the menu “About NARNiHS”).

- (3) Within two weeks of receipt of the proposal, the SG will assess whether the proposed activity aligns with NARNiHS goals. During this two-week period, the SG may, as necessary, return to the proposer(s) with requests for clarification. The SG has the right to not approve the use of the NARNiHS brand if: (a) the proposer(s) do not submit a full and clear idea of the proposed activity, (b) the proposed activity does not align with the mission and goals of NARNiHS, or (c) the professional event in question is not conducive to the mission and goals of NARNiHS.
- (4) If approval for NARNiHS branding is given, the proposer(s) commit to ensuring that the proposed activity is advertised and promoted as a NARNiHS-sponsored activity in the event's materials (e.g., the call for participation, the event program, etc.). The NARNiHS SG commits to advertising and promoting the activity via its regular communication channels (listserv, website, Twitter, Facebook).
- (5) After the NARNiHS-sponsored activity has taken place, the proposer(s) commit to sharing relevant materials (e.g., the event program, a few photos, etc.) with the NARNiHS Steering Group. The SG may use this information to add to the record of NARNiHS activities on our website and to encourage and promote future activities.
- (6) The proposer(s) are also encouraged to collect and share with the NARNiHS SG any digital presentation materials (slides, handouts, posters, etc.) that the activity participants wish to have publicly posted in the repository of professional materials on the NARNiHS website.