



## Conference Publishing and Attendance Checklist

Is it worth your time and effort to submit a paper to a conference if your research will not be published as a result? It depends on why you want to attend. For your paper to be reportable for ERA, it will need to be peer-reviewed before acceptance and published in full in proceedings of a national or international conference.

Here are a few things to consider when deciding whether to submit a conference paper:

- ✓ The paper will be peer-reviewed (pre-publication).
- ✓ The peer-review process is described in detail and timeframes are given as a guide for authors.
- ✓ The conference website or communication gives clear details about where proceedings will be published and indexed.
- ✓ All fees associated with paper submission and attendance are freely available.
- ✓ The conference program is highly relevant to your field of research and keynote speakers are confirmed prior to the event.
- ✓ The proceedings are published relatively quickly after the conference (or even beforehand) and assigned a unique, persistent identifier.
- ✓ Each paper is assigned a unique, persistent identifier which resolves to the content when expressed as a URL.
- ✓ Past proceedings remain discoverable in subsequent years of the conference.
- ✗ The conference promises completion of peer-review and acceptance of papers in a very short timeframe (indicating a fake or poor quality process).
- ✗ The title and logo of the conference mimics an existing conference or uses words like Global and International with little evidence of such reach.
- ✗ You receive unsolicited email invitations to submit a paper, especially if these contain spelling, grammatical or typographic errors.
- ✗ The scope of the conference is very broad or vague, or consists of multiple interdisciplinary sub-conferences which dilute the program.
- ✗ The conference or its organiser has links to journals which are not credible publishing outlets.
- ✗ Editorial committee contact details are not available or only given as a web-based email addresses such as Hotmail or gmail.
- ✗ Rewards and incentives are offered for paper submissions.

### Useful Links

- ◆ **Think-check-attend**—guidelines that help researchers to differentiate between an authentic conference and the one they should avoid.
- ◆ **COPE** - Committee on Publication Ethics.
- ◆ **OASPA** - Open Access Scholarly Publishers Association.

Library staff are available to assist you to locate the best possible publication output for your research. Please contact your **School Librarian** or the **Research Services Coordinator**.