



IPSA RESEARCH COMMITTEE

GUIDE FOR RC CHAIRS

2nd Edition

MAY 2011

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AS SOON AS YOU ARE ELECTED

To ensure good communication between RCs and the IPSA Secretariat, please email your contact information to Mathieu St-Laurent in order to update IPSA's coordinates database.

CONTACT INFORMATION

Please direct all general queries to:

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mathieu.stlaurent@ipsa.org
Tel. : +1-514-848-8745
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For queries regarding the IPSA hosted websites, contact:

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BOOK 7 – GENERAL RULES FOR RESEARCH COMMITTEES

Title I – Definition

Article 1

The IPSA Executive Committee shall, in accordance with article 5(e) of the IPSA Constitution, make provision for the establishment and monitoring of research committees to conduct and propagate the results of research within the various subfields of political science.

Article 2

Research committees are groups of scholars conducting research into a particular problem or in a particular area of political science approved by the Committee on Research and Training and the IPSA Executive Committee as part of a broad research framework within the discipline of political science.

Title II – Objectives

Article 3

Research committees should:

- (i) Develop research in political science, especially work based on international cooperation;
- (ii) Organise and maintain personal contacts among political scientists with common interests;
- (iii) Disseminate information and publish scholarly research; and
- (iv) Provide a framework for cooperation between individuals and organisations concerned with teaching and research in political and other social sciences.

Title III – Membership

Article 4

Membership of research committees is open to political scientists who are members of national associations affiliated to IPSA, and to individual members of IPSA.

Article 5

Research committees should be as representative as possible of the different approaches in their special fields, and of the countries and regions of political scientists who conduct research in these fields. They should also make appropriate provision for the inclusion of women, young scholars (including doctoral students) and other disadvantaged groups.

Article 6

Research committees may require their members to pay a small fee to assist in defraying running costs, under the condition that it is made public on the RC website, on the IPSA website or otherwise.

Article 7

Research committees are required to ensure that their activities are adequately publicised by forwarding to the IPSA Secretariat material for publication on a regular basis. They are required to make a prompt and positive response to persons applying for membership. In the event of an application for membership not being accepted, any eligible person may forward an appeal to the Committee on Research and Training.

Title IV – Organisation

Article 8

The affairs of each research committee shall be directed by an elected board consisting of no fewer than seven and no more than twelve members. The board shall be elected every three years and shall include at least two new members at each election. No officer of a research committee may remain on as an officer in the same substantive capacity for more than six years, and more than an extra three years in a second position. If possible, board members should represent different countries and approaches in their fields of interest.

Article 9

The board shall have a chair assisted, if necessary, by a vice-chair and a secretary. The chair shall be the primary contact point for IPSA and shall be regarded as the convenor of the research committee, unless the board designates another officer as convenor.

Article 10

No-one may be a board member of more than one research committee.

Article 11

If, for any reason, the elected chair should tender his resignation, then an interim chair should be named by the IPSA Executive Committee at its next regular meeting, after consultation with the outgoing research committee officers. The interim chair is then required to appoint a reconstituted board, which would be responsible for administering the affairs of the research committees until its next regular triennial election.

Article 12

Research committee officials must be dues-paying individual members of IPSA.

Title V – Activities

Article 13

Research committees are entitled and expected to organise a minimum of two sessions at the IPSA world congress¹.

Article 14

Between congresses research committees should organise meetings, conduct research and publish its results, and circulate news and information about their activities. All research committees are expected to organise at least one academic meeting between congresses.

Article 15

In the event of a charge being made on participants at any academic meeting organised by a research committee, this shall be set at a low enough level to ensure that participation at the meeting is not discouraged, and is also subject to any maximum fee that may be prescribed by the IPSA Executive Committee on the recommendation of the Committee on Research and Training.

Title VI – Recognition of research committees

Article 16

The Committee on Research and Training may recommend the recognition of a new research committee on the basis of a request signed by at least 15 political scientists from at least seven different countries and two continents; the signatories must include both men and women.

Article 17

Any application for the formation of a research committee must be accompanied by a statement outlining:

- (i) The subject of the proposed committee;
- (ii) The main analytical perspectives and empirical fields to be considered;
- (iii) A list of prospective members; and
- (iv) A plan of activities and goals, and particularly future meetings and conferences, publications and newsletters.

Title VII – Review of research committees

Article 18

Research committees are recognised on a probationary basis for an initial three-year period. Their organisation and activities shall subsequently be reviewed every six years by the Committee on Research and Training.

¹ Article 13 was revised by the CRT at Kiel in 2009 to remove the mention “and shall not organise more than four sessions.” Therefore, there is no maximum number of sessions imposed on RC.

Article 19

Research committees should make every endeavour to keep the IPSA Secretariat informed of their activities. In particular, each research committee is required:

- (i) To provide a report within six weeks of the world congress; this must include a summary of activities during the previous three years, including a list of meetings held, and papers presented, publications and newsletters issued; and
- (ii) To provide an updated list of the names and full coordinates of office holders and board members after each election of a new board.

Article 20

The Committee on Research and Training may recommend the continuation of a research committee for a further six-year period if in its view it satisfies the following conditions:

- (i) The organisational requirements in rules 8-12;
- (ii) The academic requirements in rules 13-15;
- (iii) The reporting requirements in rule 19; and
- (iv) Such other requirement as the committee may impose to satisfy itself of the bona fide activity of the research committee.

Article 21

The Committee on Research and Training may at any time recommend to the Executive Committee withdrawal of recognition of a research committee that is in breach of the rules.

Title VIII – Committee on Research and Training

Article 22

The Committee on Research and Training shall consist of members appointed by the IPSA Executive Committee.

Article 23

The duties of the committee are:

- (i) To consider proposals for new research committees, and to recommend whether or not they should be accepted;
- (ii) To review the activities of existing research committees every six years, and to recommend whether or not they should be continued;
- (iii) To monitor the scope and activities of research committees as a whole, to encourage their work, and to recommend ways in which its quality might be improved;
- (iv) To encourage the systematic development of research on a planned basis by identifying gaps and areas of overlap in the overall pattern of research committees; and
- (v) To report its recommendations and conclusions to the IPSA Executive Committee and, where appropriate, to the IPSA Council.

Title IX – Interpretation

Article 24

The Committee on Research and Training shall rule on any ambiguities in these rules, subject to a right of appeal to the IPSA Executive Committee.

Book 10 – FUNDING OF RESEARCH COMMITTEES

Title I – Funding of research committee activities

Article 1

The limit of funding available for all research committees for their projects is US\$15 000 per year.

Article 2

Normally a maximum amount of US\$ 1,000 will be available to a research committee as ‘seed money’ for meetings held during the three-year period between IPSA World Congresses.

Article 3

Priority will be accorded to collaborative activities involving:

- a) two or more research committees teaming up for a joint conference (the sum may then exceed US\$ 1,000, depending on the number of research committees involved);
- b) one or more research committees teaming up with a national political science association – or with one or more association subsections [standing groups, working groups etc.] – for a joint conference (the sum made available may then exceed US\$ 1,000, depending on the number of research committees involved);
- c) research committees that have already organized one meeting and are requesting seed money for holding a second during a given 3-year period.

Article 4

Local costs of the meeting must be covered by a local host or sponsor, indicating sufficient interest in the conference project. In accordance with established IPSA rules, IPSA funds may only be used for contributing to the travel expenses of paper-givers on a “fair” basis taking into account special needs, not for paying honoraria.

As usual, all expenses must be accounted for by sending the receipts to the IPSA Secretariat. Reimburse-ments can only be made after receipts have been received.

Article 5

In exceptional cases, a contribution towards the publication of a book or journal may be considered. No support can be extended to book projects or manuscripts for which no publisher has been found and no contract has been signed. In the interest of encouraging international contributions to volumes involving IPSA-related activities, support of a maximum of US\$ 500 might be granted toward the

copy-editing of contributions by non-native speakers of IPSA languages.

Title II – Websites

Article 6

Research committees' websites are constructed and maintained by the IPSA Secretariat on the basis of information furnished by research committee officers. No funding is consequently available for such websites.

Article 7

Financial support for newsletters should not be granted.

Article 8

Secretarial services are the responsibility of the research committee chairs and cannot be funded by the IPSA.

Title III – Procedures for Funding Requests

Article 9

Every application for financial assistance must provide the following information:

- (i) The amount of funding requested;
- (ii) The purpose for which the funding is required;
- (iii) The period (years) in which the money will be spent, including an outline budget;
- (iv) An indication that the money is necessary for this purpose, including a statement of the research committee's finances for the current or most recent available year.

Article 10

A one-page application form must be submitted with any appropriate accompanying documentation to the IPSA Secretariat by March 1st of each year. The application will be considered by the Committee on Research and Training at its first meeting of the year.

Article 11

In assessing applications, the Committee on Research and Training will consider (1) the quality of the application and (2) the quality of the work of the research committee based on earlier evaluations and on reports to the IPSA Secretariat.

Article 12

The Committee on Research and Training will not normally make awards covering a period greater than three years.

Article 13

All recipients of awards must make a report (including a financial statement) to the IPSA Secretariat within six months of the end of the period in respect of which the award is made.

MEMBERSHIP INFORMATION EXCHANGE BETWEEN RC AND IPSA SECRETARIAT

As the rules and procedures state, RC members are not required to be IPSA members. Membership of research committees is open to political scientists who are members of national associations affiliated to IPSA, and to individual members of IPSA. However, it is common procedure for RCs and the IPSA secretariat to exchange membership information in order to help each other's membership growth.

The IPSA membership form contains a section asking the new members if they are interested in joining the IPSA RCs. Any RC could, at any time of the year, contact Mathieu St-Laurent, the Membership and External Relations Coordinator, at Mathieu.stlaurent@ipsa.org to ask for the email list of IPSA members interested in joining their RC.

IPSA trusts that RCs may want to reciprocate this effort by promoting, on their part, IPSA membership through their websites or through membership forms.

Also, Mathieu St-Laurent will be writing to each RC once each year, asking for their contact person and membership list. He will subsequently contact RC members by email to point out the advantages of being a member of IPSA.

It is hoped that such information exchange and cooperation (which has the support of the CRT Chair and the RC Liaison Representative) may prove mutually beneficial to everyone involved.

YOUR RC IS ORGANIZING A CONFERENCE / EVENT ? IMPORTANT OPPORTUNITIES

US\$ 1,000 for conferences

A maximum amount of US\$ 1,000 will be available to a research committee as 'seed money' for meetings held during the three-year period between IPSA World Congresses.

For more information, contact the RC Liaison Representative, Rainer Eisfeld, at reisfeld@uni-osnabrueck.de

Advertise your event in the IPSA network

IPSA has vast communication infrastructures, going from the monthly email Newsletter, its website, its social network pages (Facebook & Twitter) to the *Participation* magazine, that will allow you to reach tens of thousands of political scientists from all over the world.

Take advantage of our media by sending your RC news, event announcement, call for papers, job posting and more to webmaster@ipsa.org.

RC WEBSITE SYSTEM

For over a year, the IPSA Secretariat has offered a free web publishing system to provide all Research Committees with an attractive, easy-to-use and up-to-date website.

We hope this document will help you take advantage of this system.

If you have not already done so, please send a request to it@ipsa.org indicating your interest in using the system. In this request, indicate which RC this website will serve and the complete name of everyone who should have access to post content on this website.

You will soon get a reply email indicating the site is available as well as giving you the credentials (user names and passwords) you will need to work with it.

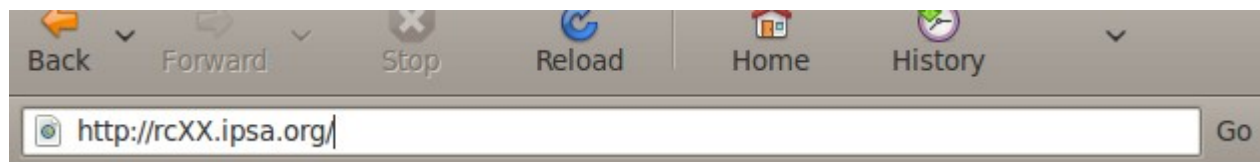
Now it falls to you to add and organize the content of the site.

In this document, we will go over the following aspects:

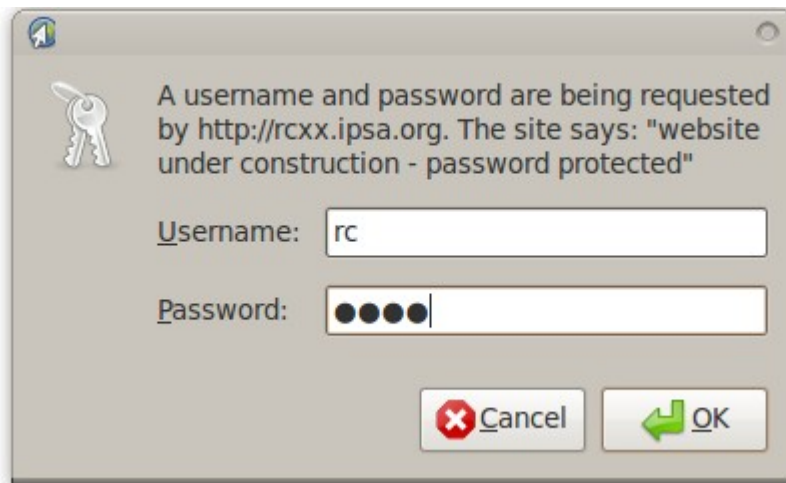
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Site Structure.....	13
Logging into the Administrative Interface.....	13
Deleting Content.....	14
Modifying Pages.....	14
Adding Images to your Posts.....	16
Adding a New Post.....	17
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Visiting the site

First, let's visit our new website. Just type the address in your browser's address box or click the link in the email you received.




Because your site is considered as being "Under Construction", you need to provide a user name and password to view it. (These are provided in the email you received.) Once the site is launched, this protection is removed to make the site available to the public.




This gets us to the default web page which is made of some sample content.

RCXX - Demo Site



International Political Science Association
Association internationale de science politique

This graphic header is the temporary generic header.
Please write us at rcwebtools@ipsa.org about what you would like to see here.

[HOME](#) [UPDATES](#) [CONTACT](#) 

18 APR 2008 | **First Entry (example)**
15:28 - By Administrator - News -  no comment

Integer odio sem, placerat id, semper vel, congue ut, velit. Aliquam velit. Vestibulum nec sem sed lacus luctus interdum. Mauris a augue. Praesent gravida molestie elit. Nulla id ligula nec massa consectetur suscipit. Morbi pharetra. Aliquam commodo felis eget velit. Integer consectetur. Vivamus nunc felis, euismod sit amet, tincidunt sed, gravida vel, metus. Nam pretium egestas ligula. Nam tellus tortor, commodo tincidunt, condimentum vel, facilisis nec, risus. Sed semper posuere odio. Donec porttitor semper enim. Integer pretium hendrerit lorem. Nunc commodo luctus metus. Aenean sapien augue, dapibus nec, rhoncus ac, rutrum in, risus.

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Praesent eget ligula. Nam dignissim ultrices nisi. Duis quis arcu ac ligula tincidunt venenatis. Quisque felis odio, consectetur a, porttitor eget, faucibus at, justo. Suspendisse vitae purus. Donec dui enim, fermentum et, eleifend vel, mattis ut, quam. Sed molestie lorem eget volutpat laoreet. Maecenas ante. Praesent eros nunc, tristique eu, tempor ut, elementum laoreet, erat. Cras malesuada nibh nec enim. Aenean nec orci nec elit eleifend consequat.

BECOME A MEMBER
of IPSA or renew your membership **ONLINE**

» **Entries**

- [News \(1\)](#)

» **Pages**

- [Contact](#)
- [First Page \(example\)](#)

» **Links**

- [IPSA](#)
- [Santiago 2009 World Congress](#)

Site Structure

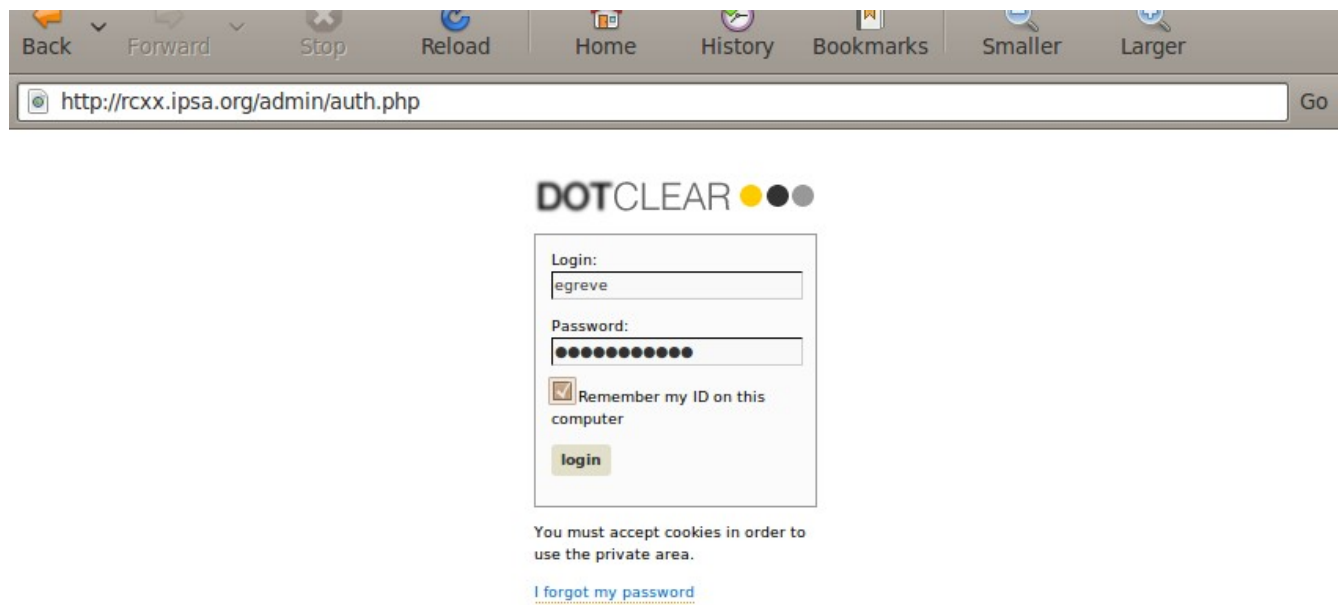
Both the sample site and your own is structured in a very simple and intuitive way. All content is considered as being either an **entry** or a **page**.

Entries should be viewed as ephemeral content since when a new entry is posted, it will push all older entries down in the page (and eventually on other pages); this works in much the same way as a blog. Entries can be further divided into categories. By default, the following categories exist in your site: "news", "events", "publications". (You can modify those to structure your content in any way you wish.) Categories are listed in the right column of the site as long as they contain an entry.

Pages contain text that will always be relevant and should be modified when the information they contain is updated. Your site currently has one such page named "Contact". (Please do not delete this page since it is also linked to the "Contact" link in the horizontal bar under the logo.)

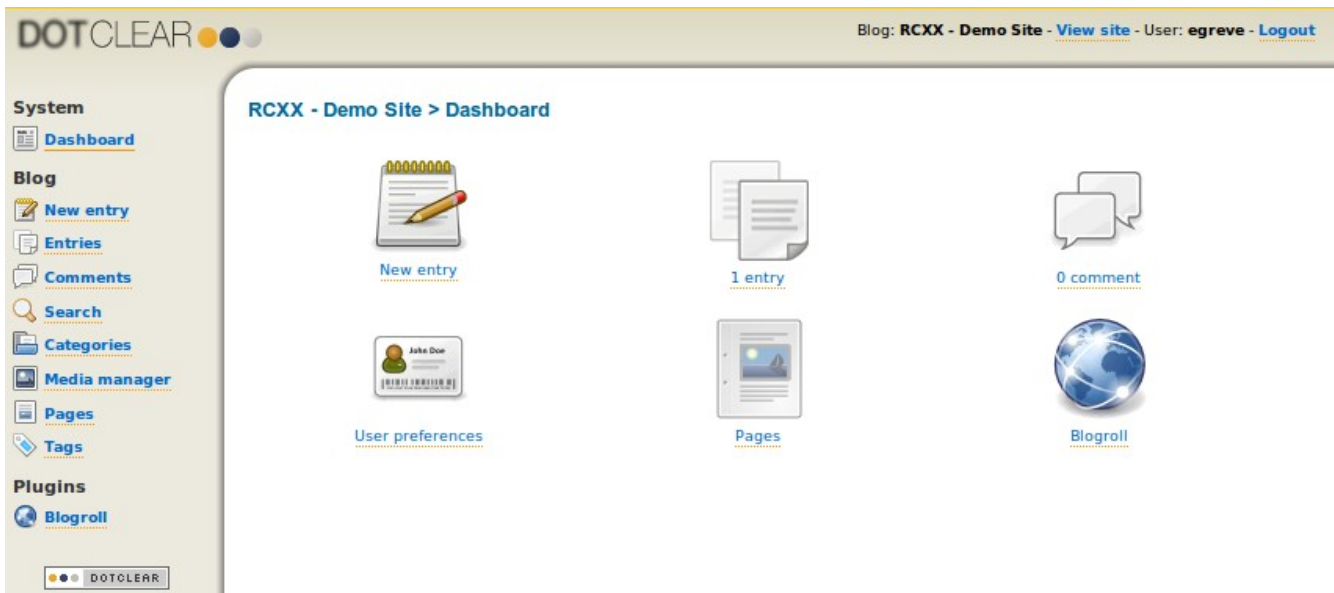
Logging into the Administrative Interface

Now that we have gone over the basics, lets look at the interface you will use to customize your site. To do so, point your browser to the second address provided in the email you received and enter your login information.



The screenshot shows a web browser window with the address bar containing `http://rcxx.ipssa.org/admin/auth.php`. The browser's navigation bar includes buttons for Back, Forward, Stop, Reload, Home, History, Bookmarks, Smaller, and Larger. The main content area displays the DOTCLEAR logo at the top, followed by a login form. The form has a "Login:" label and a text input field containing "egreve". Below it is a "Password:" label and a password input field with ten dots. A checkbox labeled "Remember my ID on this computer" is checked. A "login" button is positioned below the password field. At the bottom of the form area, there is a message: "You must accept cookies in order to use the private area." and a blue link that says "I forgot my password".

This will take you to the dashboard of your website's publishing system. This is the central page of the administrative interface. All items are listed in the menu on the left side of the screen and the most frequently used have icons occupying the rest of the page. You can always get back to this page by clicking the "Dashboard" link in the menu.



Deleting Content

First, you'll probably want to remove the sample content that came with the site. To do so, go into the "1 entry" (or "Entries" as found on the menu on the left edge of the screen) and "Pages" sections from the center section. From both of those, you can select the sample content and indicate that you wish to delete it using the dropdown menu at the bottom right and click "ok". This step is irreversible, so be sure you selected the right checkbox before proceeding.



Modifying Pages

Next, you'll probably want to add your contact information to the "Contact" page. To do so, just go the the "Pages" section.

RCXX - Demo Site > Pages

[New page](#)

Page(s) : 1

<input type="checkbox"/>	Title	Date	Category	Author	Comments	Trackbacks	Status
<input type="checkbox"/>	Contact	2008-04-19 12:32	None	admin	0	0	✓
<input type="checkbox"/>	First Page (example)	2008-04-18 15:30	None	admin	0	0	✓

Selected entries action:

Page(s) : 1

Once there, click on the name of the page, in this case "Contact".

RCXX - Demo Site > Pages > Edit page

[« previous page](#) - [view page](#)

[Page preview](#)

[Edit page](#)

[Comments](#)

[Add a comment](#)

* Title:

+ Excerpt:

* Content:

-- block format -- **B** *I* U **S** “ ” **C** ↵ pre

Your can contact our RC at...

Page status:

Published on:

Text formatting:

[Convert to XHTML](#)

Accept comments

Accept trackbacks

+ Page lang:

+ Page password:

Basename:

Attachments

No attachment.

[Add files to this page](#)

This gets you to the editing screen. (This screen is used to add or modify both entries

and pages.)

The page editing facility uses a very simple notation to convert your text to a web page it can display. To include text, you only have to type it in. You can use the toolbar above the text area to highlight portions of your text or format it in special ways (include a quote, bullet points, enumerations, etc.) Hover your mouse over the buttons for a few seconds to see their uses. You will see that clicking those buttons will include simple codes in your text. These simple codes can also be typed-in directly which is faster once you know how they work. Once you are done with your change, just click the “save (s)” button.

Adding Images to your Posts

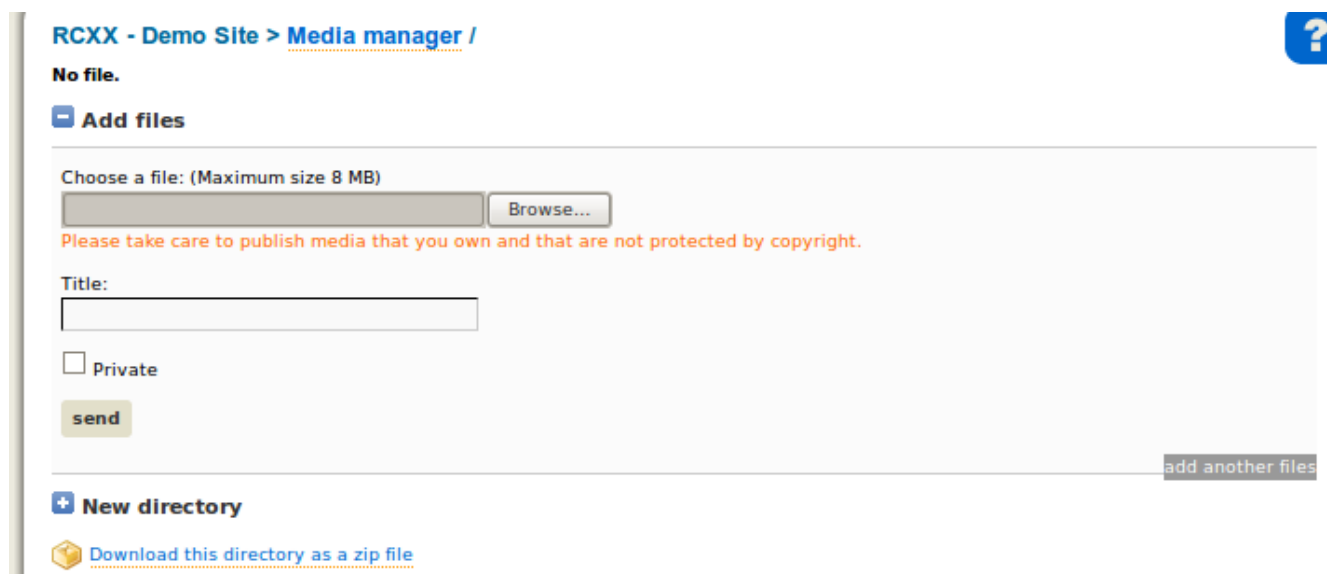
To include images within your posts, you need to use the “Media Manager”, which you can find in the menu on the left of the screen.



This will display a list of the images currently in your site (none at the moment) and options to add new ones.

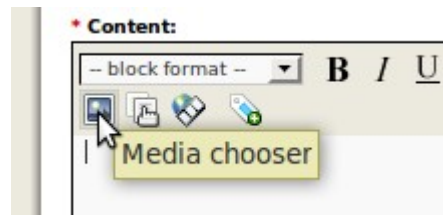


Once there, just click “Add files” to upload your image.



Then just click the “Browse...” button to specify the image to use and give it a title before hitting the “send” button.

The image is now available to add within your posts, just you the “Media Chooser” button in the toolbar of the text editor.



Adding a New Post

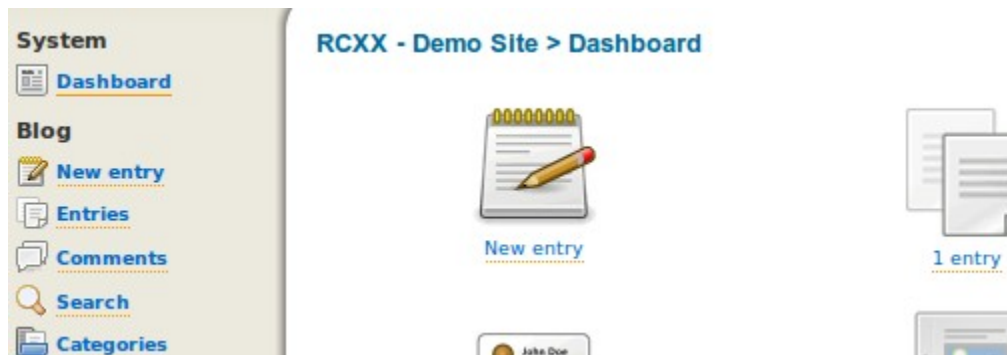
To add a new page, click on “Pages” in the menu or on the icon in the Dashboard.



Once in the “Pages” listing, click the “New Page” button.



To add a new entry, you can click the “New Entry” link in the menu on the left of the screen or the icon on the Dashboard.



For the purposes of this demo, we will create a new entry.

RCXX - Demo Site > New entry ?

[Edit entry](#)

* **Title:**

Category:

+ Excerpt:

* **Content:**

– block format – **B** *I* U **S** “ ” **C** ↵ pre

Entry status:

Published on:

Text formatting:

Accept comments

Accept trackbacks

Selected entry

+ **Entry lang:**

+ **Entry password:**

Basename:

Tags:
[Add a tag to this entry](#)

+ **Notes:**

Give the entry a title, pick a category (optional) and type in your text. (See the “Modifying Pages section on page 14 for more details on the editor.) Then all that remains to be done is clicking the “save (s)” button at the bottom of the page to publish your entry.

Launching your Site

Once all the content you want to include is in place, please send an email to it@ipsa.org so that we can launch your site and make it available to the public. Don't forget to include any header you wish to use (or let us know if you would like to use the default one without the red notice).

This is the end of our overview of the RC Web Publishing System. Please explore it and let us know if you have any concerns, questions or comments at it@ipsa.org, we will be happy to help.

IPSA RESEARCH COMMITTEES, 2011

Research Committees	Creation / Next Evaluation	Website
RC01 Concepts and Methods	1976 / 2016	http://www.concepts-methods.org/
RC02 Political Elites	1972 / 2016	http://www.ipsa-rc2.sciencespobordeaux.fr
RC03 European Unification	1972 / 2016	http://web.uvic.ca/europe/ipsa/
RC04 Public Bureaucracies in Developing Societies	1983 / 2016	http://ipsarc4.web.usf.edu/
RC05 Comparative Studies on Local Government and Politics	1972 / 2011	http://ipsa-rc5.sciencespobordeaux.fr
RC06 Political Sociology	1970 / 2016	http://www.spbo.unibo.it/cps
RC07 Women, Politics, and Developing Nations	1988 / 2016	http://rc07.ipsa.org/
RC08 Legislative Specialists	1971 / 2016	http://rc08.ipsa.org/
RC09 Comparative Judicial Systems	1973 / 2013	http://rc09.ipsa.org/
RC10 E-Democracy	2007 / 2012	http://rc10.ipsa.org/
RC11 Science and Politics	1975 / 2013	
RC12 Biology and politics	1975 / 2016	http://rc12.ipsa.org/
RC13 Democratization in Comparative Perspective	1989 / 2012	http://ipsarc13.nuff.ox.ac.uk
RC14 Politics and Ethnicity / Ethnicité et politique	1976 / 2016	http://www.pacte.cnrs.fr/Recherche/RC14/RC14.html
RC15 Political and Cultural Geography	1978 / 2016	http://rc14.ipsa.org/
RC16 Socio-Political Pluralism	1976 / 2016	http://rc15.ipsa.org/
RC17 Comparative Public Opinion	2011 / 2014	http://www.ipsa-pluralism.com/
RC18 Asian and Pacific Studies	1979 / 2011	http://ipsarc18.iweb.bsu.edu/
RC19 Gender Politics and Policy	1979 / 2016	http://itsa.iweb.bsu.edu/
RC20 Political Finance and Political Corruption	1979 / 2016	http://rc19.ipsa.org/
RC21 Political Socialization and Education	1979 / 2016	http://rc20.ipsa.org/
RC22 Political Communication	1984 / 2011	http://www.politicalsocialization.org/
RC23 Elections, Citizens and Parties	2011 / 2014	http://www.lboro.ac.uk/departments/ss/ipsa/ipsa-rc22/default.en.htm
RC24 Armed forces and society	1986 / 2011	http://rc22.ipsa.org/
RC25 Comparative health policy	1987 / 2016	http://www.ipsa-ecp.com/
RC26 Human Rights	1980 / 2012	http://rc24.ipsa.org/
RC27 Structure and Organisation of Government	1984 / 2011	http://rc25.ipsa.org/
RC28 Comparative Federalism and Federation	1984 / 2011	http://www.sog-rc27.org/
RC29 Psycho-Politics	1981 / 2011	http://www.chass.utoronto.ca/ipsarc28/
RC30 Comparative Public Policy	2011 / 2014	http://www.ipsa-psychopolitics.nl/
RC31 Political Philosophy	1983 / 2012	http://rc30.ipsa.org/
RC32 Public Policy and Administration	1982 / 2012	http://rc31.ipsa.org/
RC33 The Study of Political Science as a Discipline	1982 / 2013	http://rc32.org/
RC34 Quality of Democracy	2011 / 2014	http://www.rc33ipsa.com/

RC35	Technology and Development	1981 / 2016	http://www.uni.edu/vajpeyi/IPSA/IPSA.html
RC36	Political Power	1983 / 2016	http://rc36.ipsa.org/ http://www.informaworld.com/power http://rc37.ipsa.org/
RC37	Rethinking Political Development	1983 / 2016	
RC38	Politics and business	1985 / 2016	
RC39	Welfare States and Developing societies	1992 / 2016	http://www.ipsa39.org/
RC40	New World Orders?	1994 / 2012	http://www.sfu.ca/~ipsa/
RC41	Geopolitics	1995 / 2013	http://rc41.ipsa.org/
RC42	System Integration of Divided Nations	1996 / 2016	
RC43	Religion and Politics	1986 / 2011	
RC44	Role of the Military in Democratization	1988 / 2011	http://www.ipsa-rc44.org/
RC45	Quantitative International Politics	1989 / 2013	http://www.clas.wayne.edu/politicalscience/ipsa/index.html
RC47	Local-Global Relations	1995 / 2013	
RC48	Administrative Culture	1995 / 2013	
RC49	Socialism, Capitalism, and Democracy	1995 / 2013	http://rc49.ipsa.org/ http://www.polsci.ku.dk/ipSARC49/
RC50	Language and Politics	2000 / 2012	http://www.politics.ubc.ca/laponce/language/
RC52	Gender, Globalization, and Democratization	2002 / 2016	http://www.ipsarc52.org/