

## **Online Submission Instructions for AMCIS 2016**

This document contains instructions for using ScholarOne to submit a completed research paper, research-in-progress paper (ERF), panel proposal, or workshop/tutorial proposal to AMCIS 2016.

### **PART I: GETTING STARTED**

Be sure to review all submission guidelines at <http://amcis2016.aisnet.org/index.php/programs/paper-sessions> before submitting your work to the conference. Once you are certain your paper is for submission, go to <http://mc.manuscriptcentral.com/amcis2016>. If you have not already registered, you will need to do so. Once you have an account, please log in.

A screenshot of the 'Log In' page. It features a 'Log In' button and a 'Create An Account' link. Below these, there is a message: 'To login, you must create an account. If you already have an account, please log in below. For technical support, click the "Get Help Now" link in the upper right corner of the page.' A 'Log In' form is displayed with fields for 'User ID' and 'Password', and a 'Log In' button. To the right of the form is a 'Forgot User?' section with a 'Remember Me' checkbox and a 'Logout' button. Below the form is a 'Password Help' section with a field for 'E-mail Address' and a 'Go' button.

Once logged in, you will see the main menu. Please select 'Author Center' from the menu selections.

**Welcome** Welcome to the *AMCIS 2016 Manuscript Submission* site. The center links below indicate which "roles" you can currently perform . Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

**NOTE:** If you are reviewer and you have not selected your preferred mini-tracks for review, click the "Edit Account" link in the upper right corner of the page, then go to Step 3 and complete this information.

 [Author Center](#)

 [Reviewer Center](#)

A screenshot of the main menu. On the left, there is a 'Resources' section with a 'User Tutorials' link. To the right, there is a 'Main Menu' dropdown with a 'Select...' button and a 'Go' button. The 'Main Menu' dropdown contains several items: 'User Tutorials', 'There is a template available for manuscript submission on this site. Click [here](#) to download it.', 'Home Page', and 'Switch to a different meeting:'. A 'Select...' dropdown menu is open, showing a list of options.

The author dashboard will appear. Click on the option stating, "Click here to submit a new manuscript."

## Dashboard

For original submissions, refer to the [ORIGINAL SUBMISSION TEMPLATE](#) found on the AMCIS 2016 site.

For revised, camera-ready submissions, refer to the [CAMERA-READY TEMPLATE](#). This template is required for inclusion in the AMCIS proceedings. This file MUST include author information. Works that do not identify authors will not appear in the eLibrary. When uploading, be sure to choose file upload type as "camera-ready."

Review the [Manuscript Central Tutorial](#) for a review on uploading your paper to AMCIS 2016.

My Manuscripts	Author Resources
<p>0 <a href="#">Unsubmitted and Manuscripts in Draft</a></p> <p>0 <a href="#">Revised Manuscripts in Draft</a></p> <p>0 <a href="#">Submitted Manuscripts</a></p> <p>0 <a href="#">Manuscripts with Decisions</a></p> <p>0 <a href="#">Manuscripts I Have Co-Authored</a></p> <p>0 <a href="#">Withdrawn Manuscripts</a></p> <p>0 <a href="#">Invited Manuscripts</a></p>	<p> <a href="#">Click here to submit a new manuscript</a></p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

### Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.				
<a href="#">▲ top</a>				

## PART II: SUBMITTING YOUR WORK

Submission is a five-step progress. The step indicator on the left side of your screen will show you which steps you have completed and those that still require completion. The following types of submissions are accepted for AMCIS 2016:

\* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	Emergent Research Forum (RIP)
<input type="radio"/>	Regular (Complete) Paper
<input type="radio"/>	Panel Session
<input type="radio"/>	Tutorial/Workshop
<input type="radio"/>	Professional development symposia (PDS)

To get started:

The first step requires you to choose a submission type. In addition, you will enter your paper title and abstract.

If you are unsure if your paper is a ‘completed research paper’ or a ‘research in progress paper’, please go to the AMCIS site and review the criteria for each submission type.

Initial letters of words are to be capitalized with the exception of words such as ‘the’, ‘of’, ‘a’ or ‘an’ unless it is the first word of the title. Please do not capitalize all letters of your title. **Here Is an Example of How to Capitalize a Title.**

Abstracts must be 150 characters or less. The abstract should be a concise statement of the problem, approach, and conclusion of the work. It should clearly state the paper’s contribution to the field.

Click ‘Save and Continue’ when complete.

Use the drop down menu to choose a track. The track menu lists the tracks for AMCIS 2016. Upon selecting your track, you will also choose your minitrack. When complete, you may choose to 'Save and Continue' or to 'Save and Go Back.'

The screenshot shows the 'Step 2: Details' page of a submission process. On the left, a vertical navigation bar lists steps: Step 1: Type, Title, & Abstract, Step 2: Details (which is selected), Step 3: Authors & Institutions, Step 4: File Upload, and Step 5: Review & Submit. A note at the top says: 'First select your Track, then select your Mini-Track and click Add. If you need to select a Mini-Track from a different Track, you must go back to step 1 and select the new Track first. When you are finished, click "Save and Continue".' Below the note is a required field indicator (\* = Required Fields). A dropdown menu labeled 'Track' is open, showing 'Select...'. At the bottom are 'Previous Step' and 'Save & Continue' buttons.

### PART III: Defining Authors & Author Order

S1 will automatically load the author's name, institution, and email address based on the account information you filled in when the account was created. The default setting is to make the author that is logged into S1 the first author.

#### Step 3: Authors & Institutions

Enter your co-authors' information in the boxes below, then click 'Add to My Authors.' To check if an author already exists in the database, enter the author's e-mail address and click 'Find.' If the author is found, their information will be automatically filled out for you. When you are finished, click 'Save and Continue.'

\* = Required Fields

##### Authors

###### \* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Martinez, Sarah (Corresponding Author) sarah@wanet.org	1. ABC 35 Broad Street NW Atlanta, GA, USA 30303 404-240-0998
2	Select...	Test, Sarah	1. ABC 555 Main Street Atlanta, GA, USA 30303 555-555-5555

[Update Author Order](#)

Add Author  
Find using Author's email address  
 [Search](#)

You may add additional authors. If co-authors are already registered in the system, you may find their information by searching with their registered email address. You may also add co-author information to the system if they are not already registered.

Once other authors are added, you may indicate the order of authors using the 'order' column alongside the entered author(s). Please be sure to review this information, as it cannot be adjusted once your manuscript is submitted.

## PART IV: Attaching File(s)

The most important part of this step is ensuring that your paper conforms to the formatting requirements and page limitations per your submission type. Please review the [submission guidelines](#) before you submit your manuscript.

To upload your paper, please use the 'browse' button to locate the document on your machine. Adjust the 'File Designation' by choosing from the drop down. Here you will choose between 'Original Submission' and 'Camera-Ready.' Depending on your file size, the system may take a moment to upload.

### Step 4: File Upload

Upload a single main document for your submission. This files will be converted into a PDF document for the peer review process. Acceptable file types are: .DOC, .RTF, and .PDF. Refer to the submission template on the AMCBIS site to ensure you are using the correct format. Works must be format in this template for inclusion in the eLibrary. Original submissions must be blinded. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

Files [Edit](#)

ORDER	ACTIONS	FILE	FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	TEST_PAPER SUBMISSION.docx 12 KB	Original Submission	21-Dec-2015	Sarah Martinez

[Update Order](#) [View HTML proof](#) [View PDF proof](#)

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
<a href="#">Select File 1...</a>	<a href="#">Choose File Designation...</a>

[Upload Selected Files](#)

The system creates one PDF that contains all the information regarding paper type, title, abstract, authors, institutions, and the paper itself. Even if multiple files are uploaded, the entire submission will become one. To view a proof of your submission, choose the 'PDF' icon from the lower right of 'My Files.' A new window will open and your proof will generate. Follow the same prompts to view the HTML proof prior to submission.

You may either click 'save and go back' in which case you will go back to the previous step, or click on the 'save and continue' option, in which you will proceed to the next step.

## **PART V: Reviewing and Finalizing the Submission**

Once the system places a green checkmark next to each step, you are ready to submit your paper to AMCIS 2016. Review the PDF and HTML proof and click the orange “submit” option to complete the process. You will receive an email confirming your paper submission, please refer to the paper ID generated for any future correspondence.

***NOTE: Once you submit your paper, you may NOT alter it in any way. At least one author per accepted paper must attend the conference and present, and all accepted panel members must attend and present.***