



## **Online Submission Instructions for ICIS 2017**

This document contains instructions for using ManuscriptCentral to submit (1) a **completed research paper** or (2) **short paper** to ICIS 2017.

Please contact the AIS Review Coordinator, Emily Newborn at [emily@aisnet.org](mailto:emily@aisnet.org) with questions.

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

Be sure to review all submission guidelines at <http://icis2017.aisnet.org/submissions/submission-instructions-2/> before submitting your work to the conference. Once you are certain your paper is ready to be submitted, please go to <http://mc.manuscriptcentral.com/ICIS2017> .

If you have not already registered, you will need to do so. Once you have an account, please log in.

### Log In

User ID

Password

[Reset Password](#)

[Create An Account](#)

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**Resources**

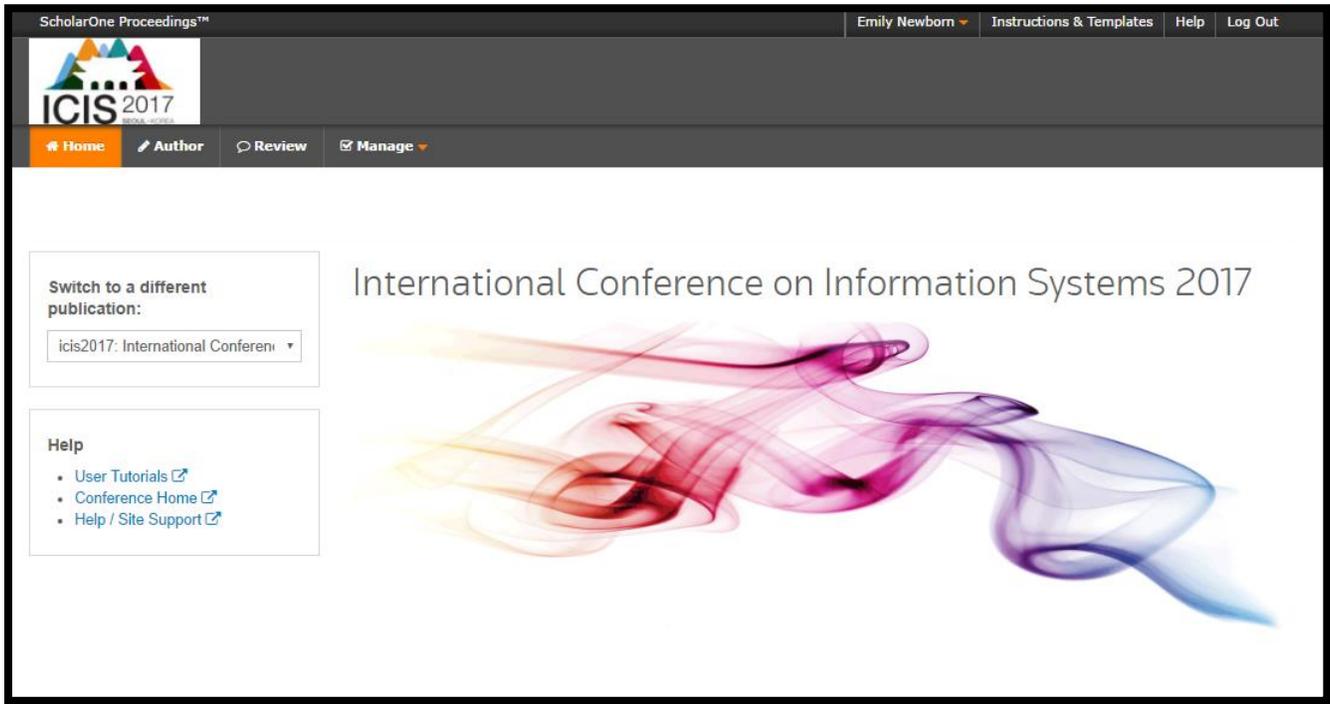
- [User Tutorials](#)
- [Conference Home](#)
- [Help / Site Support](#)

Welcome to the ICIS 2017 manuscript submission site. To login, you must use an account created specifically for ICIS 2017 (you might already have multiple manuscriptcentral accounts created for journals or other conferences managed through manuscriptcentral; these accounts will NOT work on this ICIS 2017 site). If you already have an ICIS 2017 account, please login.

If you had an account for ICIS 2016 you should already have an ICIS 2017 account. Please retrieve your password using the password help feature below. If you have difficulties please contact ScholarOne Support by clicking "Get Help Now" at the top right of your screen. If you did not have an account last year, you must [create an account](#).

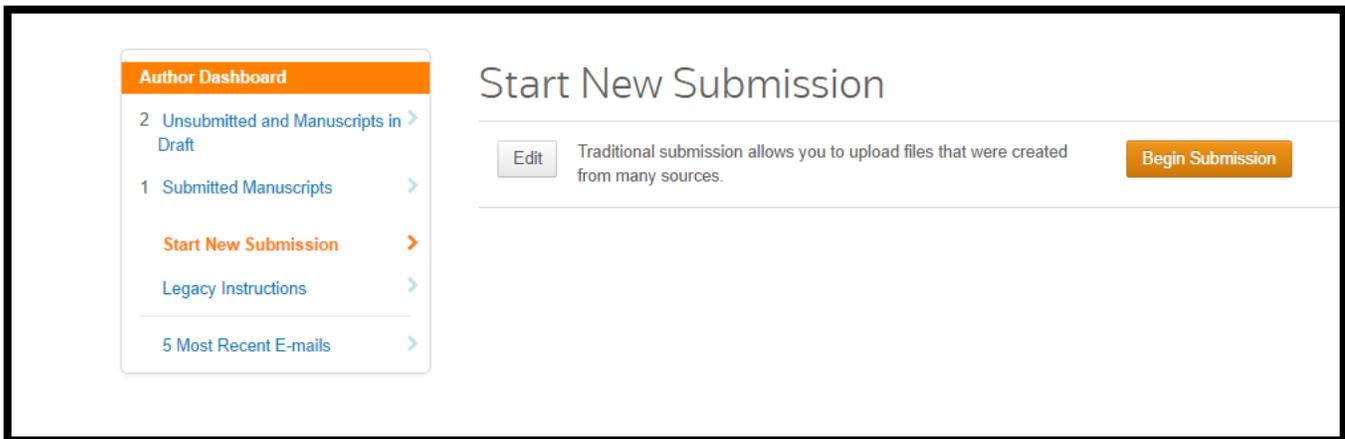
Once logged in, you will see the home page and main menu for the ICIS 2017 ScholarOne site. In the bottom left of this page, in the Help panel, you will find a template that should be used for all Completed (full/regular) Research papers and all Short papers. Tutorials for using ScholarOne, and a link to the 2017 ICIS website are also available.

Please select 'Author' from the menu selections.



The Author Dashboard will appear as shown below. Note: ScholarOne was reconfigured in June 2016 and the Author Dashboard may look different than what you saw in prior versions of ScholarOne. Click on the option, Start New Submission. Then click on Begin Submission.

When submitting Completed (full/regular) Research papers and Short papers, you must use the ORIGINAL SUBMISSIONS TEMPLATE found on the ICIS 2017 website and in the Help Section of ICIS 2017 ScholarOne site (mentioned above). For revised, camera-ready submissions, please use the CAMERA-READY TEMPLATE.



**ICIS 2017 Author Guide**  
Please contact [emily@aisnet.org](mailto:emily@aisnet.org) with submission questions.

## PART II: SUBMITTING YOUR WORK

Submission is a five-step process. 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 will be submitted through ScholarOne for ICIS 2017:

- Completed (regular/full) Research papers
- Short papers

### STEP I:

The first required step is to choose your track. In addition, you will indicate your submission's title and an abstract. The first part of submission will also ask for your submission type. Please note that panels must be submitted to the Panels track.

If you are unsure if your paper is a 'completed research paper' or a 'research in progress paper', please review the criteria for each submission [here](#).

The screenshot shows a web interface for submitting a paper. On the left, there is a vertical navigation menu with five steps: Step 1: Type, Title, & Abstract (highlighted in orange), Step 2: Attributes, Step 3: Authors & Institutions, Step 4: File Upload, and Step 5: Review & Verify. The main content area is titled 'Step 1: Type, Title, & Abstract'. It contains instructions for camera-ready submissions, a link to the ICIS Revision Template, and a selection of tracks. The tracks are listed in a table with radio buttons next to them. The first track, '01. Transforming Society with Digital Innovation', is selected. Below the table, there is a 'Type' dropdown menu set to 'Edit' and a legend indicating that an asterisk (\*) denotes required fields.

CHOICE	TYPE
<input checked="" type="radio"/>	01. Transforming Society with Digital Innovation
<input type="radio"/>	02. Paper-a-thon
<input type="radio"/>	03. Economics and Value of IS

**Title:** 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:** Abstracts must be 150 words 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.

**Paper Type:** If you are unsure if your paper is a 'Completed Research paper' or an 'ERP (research in progress) paper', please go to the ICIS site and review the Types of Submissions page.

Click 'Save & Continue' when complete.

## STEP II:

The attributes step allows you to enter the appropriate keywords for your submission. Please note you must choose at least three.

### Step 2: Attributes

There are two ways to enter keywords: (1) select keywords from the list (Control-Click to select multiple words) and click "Add" or (2) type a keyword directly into the text fields below. You can also search the list: use asterisks (\*) as wild cards in the search (e.g. type "user" to find keywords that include the word user). When you are finished, click "Save and Continue."

\* = Required Fields

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\* Keywords [Edit](#)

[+ Show Full List](#)

REQUIRED 3. MAX 10.

KEYWORDS

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### STEP III:

The third step requires you to define Authors & Author Order. ScholarOne will automatically load the submitting author's name, institution, and email address based on the account information filled in when the account was created, as shown in the screen print below. The default setting is to make the author that is logged into ScholarOne the first author.

You may add additional authors, using the Add Author feature shown below. 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. When complete, you may choose 'Save & Continue' or 'Previous Step.'

## Authors

\* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1 ▾ Select... ▾	<b>Newborn, Emily</b> <i>(Corresponding Author)</i> <a href="mailto:emily@aisnet.org">emily@aisnet.org</a>	1. Office AIS office Atlanta, GA, USA 30303 4047602868  2. USA

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### Add Author

Find using Author's email address

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## STEP 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 on the ICIS 2017 site before you submit your manuscript.

To upload your paper, please use the 'Select File' button to locate the document on your machine. Adjust the 'File Designation' by choosing from the drop down. Here you will choose 'Main Document.' Depending on your file size, the system may take a moment to upload.

Once the file is uploaded, it will appear in the 'Files' window.

### Step 4: File Upload

Upload a single main document for your submission. This file will be converted into a PDF document for the peer review process. The only acceptable file types are Microsoft Word (.DOC or .DOCX) and Adobe PDF (.PDF).

The file should contain the body of your paper, including tables, figures, and references.

**Resubmission Instructions**

Upload a single main document for your submission. This files will be converted into a PDF document for the peer review process. The only acceptable file types are Microsoft Word (.DOC or .DOCX) and Adobe PDF (.PDF).

This file should contain the body of your paper, including tables, figures, and references.

Please carefully review the formatting instructions for this file and make every effort to use the provided Word template from [the ICIS revisions page](#).

**NOTE: You must select the file designation "Main Document."**

View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

\* = Required Fields

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**Files** [Edit](#)

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

[Update Order](#)

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**File Upload** [Edit](#)

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

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 file. To view a proof of your submission, choose the 'View HTML Proof' button below the Files area. A new window will open and your proof will generate. You will also need to view the PDF version prior to submission using the 'View PDF Proof' button. Please review both proofs for any formatting issues, etc. and upload an updated submission file if needed. Both the PDF and the HTML proofs must be reviewed before you can submit your paper. You will also need to confirm that your paper meets several requirements before moving on to the final step by selecting some checkboxes.

When complete, you may choose 'Save & Continue' or 'Previous Step.'

## ICIS 2017 Author Guide

Please contact [emily@aisnet.org](mailto:emily@aisnet.org) with submission questions.

**STEP 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 ICIS 2017. When all steps are complete, including viewing the HTML and PDF proofs, click the orange “Submit” button 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. If your paper is accepted for ICIS 2017, at least one author must register for and attend the ICIS 2017 Conference or the paper will not be included in the proceedings.**