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.

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

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
0 Unsubmitted and Manuscripts in Draft **0** Revised Manuscripts in Draft **0** Submitted Manuscripts **0** Manuscripts with Decisions **0** Manuscripts I Have Co-Authored **0** Withdrawn Manuscripts **0** Invited Manuscripts	★ **Click here to submit a new manuscript** This section lists the subjects of the five most recent e-mails that have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.

Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.				
				▲ top

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: ❷ Edit

CHOICE	TYPE
◯	Emergent Research Forum (RIP)
◯	Regular (Complete) Paper
◯	Panel Session
◯	Tutorial/Workshop
◯	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.'

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.

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.

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.