



Online Submission Instructions for ICIS 2016

This document contains instructions for using ManuscriptCentral to submit a completed research paper, research-in-progress paper, teaching case, or a panel proposal to ICIS 2016.

Please contact the AIS Review Coordinator, Sarah Pinkowski, at sarah@aisnet.org or +1 404.477.5148 for direct assistance.

GETTING STARTED:

Be sure to review all submission guidelines at <http://icis2016.aisnet.org/call-dates/submission-guidelines/> 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/ICIS2016>. If you have not already registered, you will need to do so. Once you have an account, please log in.

Log In Welcome to the ICIS 2016 manuscript submission site. To login, you must use an account created specifically for ICIS 2016 (you might already have multiple manuscriptcentral accounts created for journals or other conferences managed through manuscriptcentral; these accounts will NOT work on this ICIS 2016 site). If you already have an ICIS 2016 account, please login below.

If you had an account for ICIS 2015 you should already have an ICIS 2016 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 a new account.

<p>Log In</p> <p>Log in here if you are already a registered user.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/> Log In</p> <hr/> <p>Password Help. Enter your e-mail address to receive an e-mail with your account information.</p> <p>E-Mail Address: <input type="text"/> Go</p>	<p>New User?</p> <p>Register here</p> <p>Resources</p> <ul style="list-style-type: none"> * User Tutorials * Home Page * Switch to a different publication: <p>Select... </p>
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Once logged in, you will see the main menu. Please select 'Author Center' from the menu selections.

Welcome Welcome to the ICIS 2016 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 ScholarOne. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

For technical support, please contact ScholarOne Customer Support by clicking the "Get Help Now" button above.

For general ICIS paper submission questions, please contact the AIS Review Coordinator, Sarah Pinkowski, at sarah@aisnet.org or ICIS 2016 Review Coordinator, Klaas-Jan Stoll, at icis2016.program@gmail.com.

For ICIS program questions pertaining to a particular track, please contact the Track Chairs. Track chairs may be found at <http://icis2016.aisnet.org/call-dates/tracks/>

- [Author Center](#)
- [Reviewer Center](#)

Resources


- * [User Tutorials](#)
- * [Home Page](#)
- * Switch to a different publication:

Select...


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

Dashboard

- To view your decision letter and submit a revised version of your accepted paper, click the "Manuscripts with Decisions" link below.
- If you have already started a revision, click the "Revised Manuscripts in Draft" link below.

My Manuscripts	Author Resources
<ul style="list-style-type: none">0 Unsubmitted Manuscripts0 Revised Manuscripts in Draft0 Submitted Manuscripts0 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Withdrawn Manuscripts0 Invited Manuscripts	<p> Click here to submit a new manuscript</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 Manuscripts

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

ICIS 2016 SUBMISSION TYPES:

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 are accepted for ICIS 2016:

- Completed research papers
- Research-in-Progress papers
- Teaching Case
- Panel proposals

ICIS 2016 Author Guide

Please contact sarah@aisnet.org with submission questions.

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, and teaching cases must be submitted to the IS Curriculum & Education 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](#).

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 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.

Before you "Save and Continue," you must also acknowledge the Author Agreement and the Previously Published Work sections. Click 'Save and Continue' when complete.

The screenshot displays a web-based submission form with a sidebar on the left containing navigation links: 1. Title & Abstract, 2. Abstract, 3. Author & Institution, 4. Checklist, and 5. Review & Facts. The main form area is divided into several sections:

- Manuscript Type:** Includes a dropdown menu for "Track" (currently set to "Select...") and a text input field for "Title (Limit 80 words)".
- Abstract (Limit 150 words):** A large text area for the abstract, with a "Special Characters" button.
- Additional Details:** A dropdown menu for "Paper Type" (currently set to "Select...").
- Author Agreement:** A section containing text about the conference's code of ethics and submission guidelines. A red circle highlights the "I Agree to the Terms Above" checkbox, which is currently unchecked.
- Previously Published Work:** A section with radio buttons for "Not previously published as a working paper or preprint" and "Previously published as a working paper or preprint". A red circle highlights the "Previously published as a working paper or preprint" option. Below this, there is a text area for providing details of where the work was published or presented.

At the bottom of the form, there is a "Save and Continue" button.

STEP II:

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

The screenshot shows the 'Keywords' section of the submission process. On the left, a vertical sidebar lists five steps: 1. Type, Title, & Abstract; 2. Attributes (highlighted); 3. Authors & Institutions; 4. File Upload; 5. Review & Verify. The main area is titled 'Keywords' and contains a search bar with a 'Case sensitive' checkbox and a 'Search' button. Below the search bar is a list of keywords: Absorptive capacity, Accelerated systems development, ACE agent based computational economics, Acquisitions, Action research, Actor-network theory, Adaptation, Adaptive provisioning, Adoption, and Agency Theory. To the right of this list is an 'Add' button. Further right is a vertical list of eight input fields, each with a 'Clear' button. At the top right of the main area is a 'Special Characters' icon. At the bottom of the main area are 'Save and Go Back' and 'Save and Continue' buttons.

STEP III:

MC 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 MC the first author.

The screenshot shows the 'My Co-Authors' section of the submission process. On the left, a vertical sidebar lists five steps: 1. Type, Title, & Abstract; 2. Attributes; 3. Authors & Institutions (highlighted); 4. File Upload; 5. Review & Verify. The main area is titled 'My Co-Authors' and contains a table with the following data:

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Author, Test <i>Presenting Author</i>	Magnolia University Atlanta, United States			

Below the table is a section titled 'Add a New Co-Author' with a 'Special Characters' icon. It contains several input fields: 'E-Mail' (required), 'Sal.' (dropdown), 'First (Given) Name' (required), 'Middle Name', and 'Last (Family) Name' (required). Below these are 'Institution' and 'Department' fields, followed by 'Country' (dropdown), 'State/Province' (dropdown), and 'City' (required). There is a checkbox for 'This person is the formal Presenting Author as denoted on the title page of the manuscript'. Below that is a link: 'If you have multiple Institutions and Departments for this author, click here.' At the bottom of this section are 'Add To My Authors' and 'Clear' buttons. At the bottom of the main area are 'Save and Go Back' and 'Save and Continue' buttons.

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.

ICIS 2016 Author Guide

Please contact sarah@aisnet.org with submission questions.

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

1 [Type, Title, & Abstract](#)

2 [Details](#)

3 [Authors & Institutions](#)

4 [File Upload](#)

5 [Review & Submit](#)

Save and Go Back Save and Continue

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Pinkowski, Sarah M <i>Presenting Author</i>	AIS Atlanta, Georgia, United States			
2	Smith, Adam	University of Georgia, Management Information Systems Athens, Georgia, United States			

You may either choose 'Save and Go Back', in which case you will go back to step 2, or choose 'Save and Continue', in which case you will proceed to the next step.

STEP IV:

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. For the review version, you will choose 'blind document.' Depending on your file size, the system may take a moment to upload.

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 File Upload
5 Review & Verify

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:
Browse... TEST-Paper-Submission.docx File Designation: Blind Document

Upload Files

Save and Go Back Save and Continue

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

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 File Upload
5 Review & Verify

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
1	TEST-Paper-Submission.docx (13K)	Blind Document	16-Jan-2014		

Save File Order

File Upload

Upload new files:
Browse... No file selected. File Designation: Select:

Upload Files

Save and Go Back Save and Continue

STEP V:

Once the system places a green checkmark next to each step, you are ready to submit your paper to ICIS 2016.

✓ **Step 2: Attributes** Edit

Keywords: Blogging community, Altruism, Communication media/communication visuals

✓ **Step 3: Authors & Institutions** Edit

1. Author, Test; Magnolia University

✓ **Step 4: File Upload** Edit

1. TEST-Paper-Submission.docx

✗ **Step 5: Review & Verify**

You have not viewed your PDF proof

PDF

Save and Go Back Submit

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. Once you have verified your PDF, you may continue and submit.

NOTE: Once you submit your paper, you may NOT alter it in any way. All authors who receive acceptance must attend the ICIS 2016 Conference or the paper will not be included in the proceedings.

Click the 'Submit' button to complete the submission process. Upon clicking this button, your submission will be assigned a system generated Manuscript ID. Once you see the 'Submission Confirmation' screen, the process is complete.