

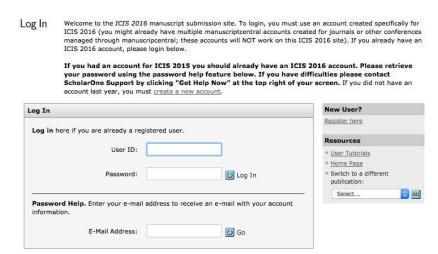
# Online Submission Instructions for ICIS 2016

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.

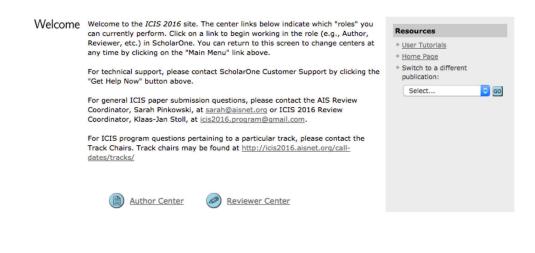
Please contact the AIS Review Coordinator, Sarah Pinkowski, at <u>sarah@aisnet.org</u> or +1 404.477.5148 for direct assistance.

### **GETTING STARTED:**

Be sure to review all submission guidelines at <a href="http://icis2016.aisnet.org/call-dates/submission-guidelines/">http://icis2016.aisnet.org/call-dates/submission-guidelines/</a> before submitting your work to the conference. Once you are certain your paper is ready to be submitted, please go to <a href="http://mc.manuscriptcentral.com/ICIS2016">http://mc.manuscriptcentral.com/ICIS2016</a>. 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

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Withdrawn Manuscripts	click the delete link.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

## **Unsubmitted Manuscripts**

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

## **ICIS 2016 SUBMISSION TYPES:**

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 ICIS 2016:

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

#### 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 <u>here</u>.

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.



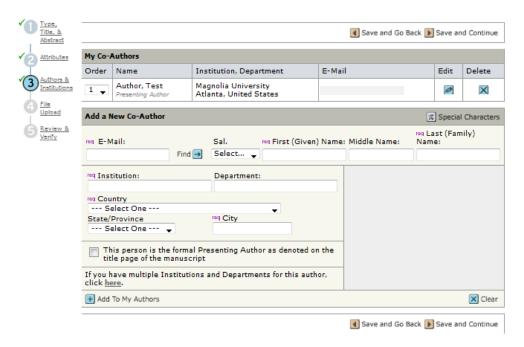
### **STEP II:**

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



### **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.



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.

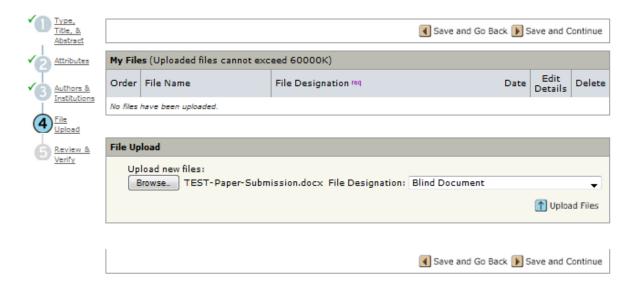


You may either choose 'Save and Go Back', in which case you will go back to step 2, or choose 'Save and Continue', in which case you will proceed to the next step.

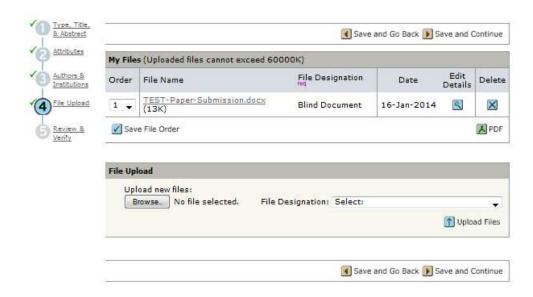
#### **STEP IV:**

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.

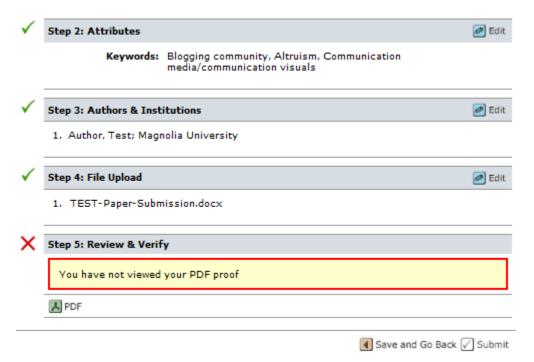


Once the file is uploaded, it will appear in the 'My Files' window.



#### **STEP V:**

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



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.