

PACIS 2022 Author Guide – Tips and Tricks

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Registering and Logging in for PCS 2.0

1. Go to the PACIS 2022 submission site: <https://new.precisionconference.com/user/login>
2. **If you do not have an account for PCS 2.0** (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), you will need to create an account.
 - a. Create Account



Precision Conference Solutions

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

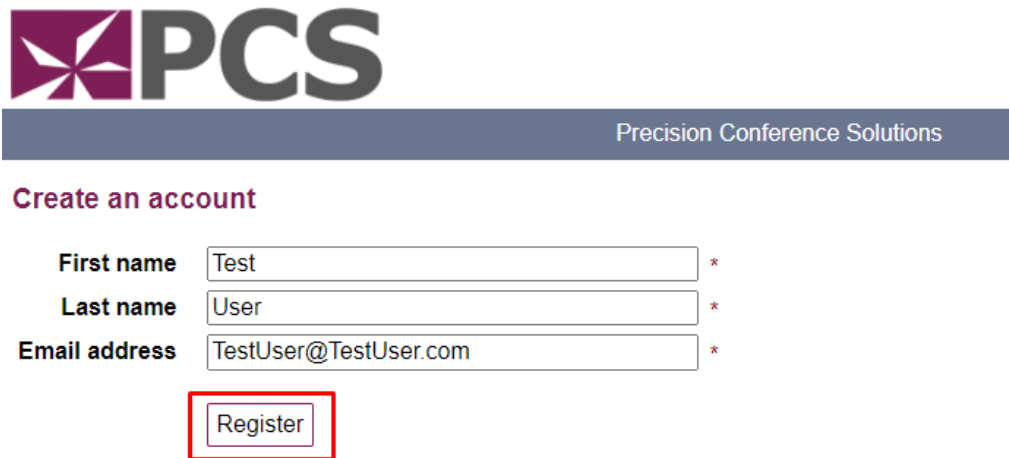
Username or Email

Password

[Create an account](#)

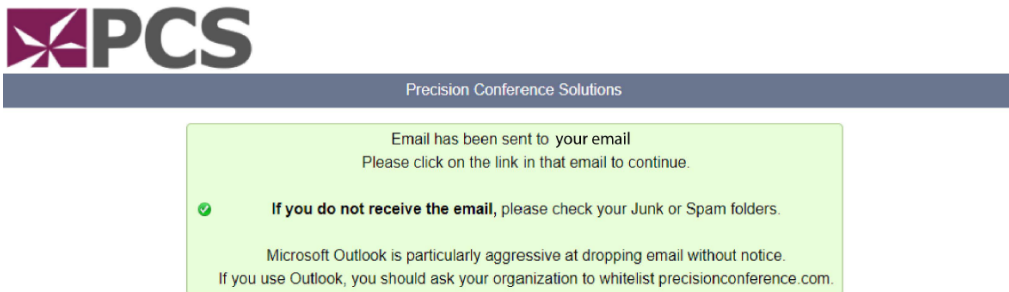
[Reset my password](#)

b. Enter your suggested Login Information:



The screenshot shows the PCS registration page. At the top left is the PCS logo, and at the top right is the text "Precision Conference Solutions". Below this is a heading "Create an account". There are three input fields: "First name" with the value "Test", "Last name" with the value "User", and "Email address" with the value "TestUser@TestUser.com". Each field has a red asterisk to its right. Below the fields is a "Register" button, which is highlighted with a red rectangular border.

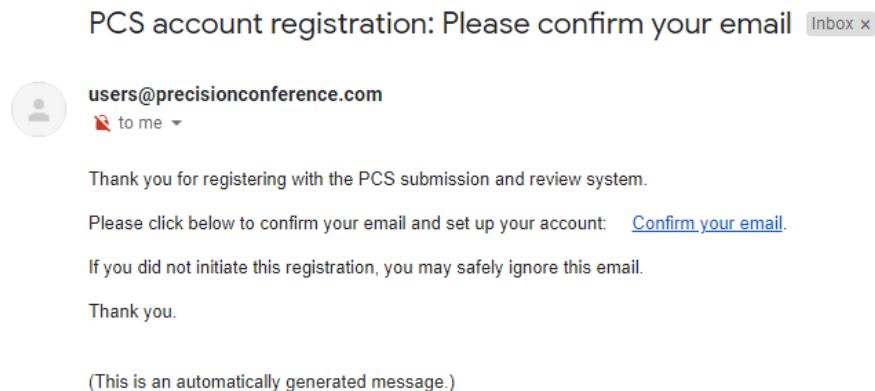
c. Obtain your Login Information by checking your inbox and confirming the email address:



The screenshot shows the PCS registration page with a green confirmation message box. The message reads: "Email has been sent to your email. Please click on the link in that email to continue." Below this is a green checkmark icon followed by the text: "If you do not receive the email, please check your Junk or Spam folders." At the bottom of the message, it says: "Microsoft Outlook is particularly aggressive at dropping email without notice. If you use Outlook, you should ask your organization to whitelist precisionconference.com."

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

You will receive an email asking to confirm the email address:



The screenshot shows an email from "users@precisionconference.com" with the subject "PCS account registration: Please confirm your email". The email body contains the following text: "Thank you for registering with the PCS submission and review system. Please click below to confirm your email and set up your account: [Confirm your email](#). If you did not initiate this registration, you may safely ignore this email. Thank you. (This is an automatically generated message.)"

d. After confirming, you will be asked to specify a username and password.



Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

Username *

Password *

Retype Password *

Next, you'll be asked to provide your contact information.

e. Specify personal information (user and contact information):

Submissions
Reviews
Account

✔ Your username and password have been saved.

Contact Information

Title	<input type="text"/>
Given name	<input type="text" value="Test"/> *
Initial or middle name	<input type="text"/>
Family name	<input type="text" value="User"/> *
Suffix	<input type="text"/>
Email <input type="text" value="TestUser@TestUser.com"/> *	
Recovery email 1	<input type="text"/>
	add one remove last
ORCID	<input type="text"/>
(Open Researcher and Contributor Identifier)	format: 0000-0000-0000-0000
Phone number	<input type="text"/>
Web page	<input type="text"/>

For each affiliation below, also provide your **institutional email address**. This address will be associated with any submission on which you use the affiliation. If you provide no address below, the "Email" provided *above* will be associated.

Affiliation 1	Dept/School/Lab	<input type="text"/>
	Institution	<input type="text" value="Test University"/> *
	Email at Institution	<input type="text"/>
	City	<input type="text" value="Testburgh"/> *
	State/Province	<input type="text"/> required for USA/Canada
	Country	<input type="text" value="Testland"/> *
		add one remove last

Record Changes

f. Agree to terms of use and privacy information:



Submissions Reviews **Account** sign out

✔ Your contact information has been saved.

⚠ Please agree to the Terms of Use and configure your privacy settings below.
You must agree to the Terms of Use to make new submissions or reviews.

Account

- [Change contact information](#)
- [Change password](#)
- [Change username](#)
- [Remove account](#)

Terms of Use

[Terms of Use](#)

I agree to the Terms of Use.

Privacy Settings

[Privacy Policy](#)

The following settings are discussed in more detail in the Privacy Policy.

- My name, email address, and affiliations may be shown in "autocompletions" on submission forms. **This reduces the likelihood of duplicate accounts being created for you and is strongly recommended.**
- My contact information may be shown to chairs and committee members. **This is necessary if you are reviewing.**
- My summary reviewing history may be shown to chairs and committee members.
- My submissions and reviews may be used in automated analyses. Anonymous aggregate measures from those analyses may be reported.
- My name and email address may be provided to the chairs of future conferences for which I have reviewed or to which I have submitted.

3. If you already have an account for PCS 2.0

- Enter your "Username" and "Password" and select "Sign in"
- If you do not know your password or have forgotten it, click on the "Reset my password" link.



Precision Conference Solutions

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email
Password

[Create an account](#)

[Reset my password](#)

Submitting a Paper

- Once logged in, select the “**Submissions**” tab. Then choose “ **AIS** ” under Society. For all submissions (including **Doctoral Consortium, Junior Faculty Consortium, TREO** and **Emergent Research Forum**), select “ **PACIS 2022** ” as the Conference/Journal and "PACIS 2022 Submissions" as the Track.

Note: “Track” in PCS designates a paper as a completed research paper, short paper, teaching case, PDW/panel proposal OR TREO submission. **After you have created your new submission**, you will be able to select one of the specific research tracks for your paper.

- Hit Go

Submissions

Make a new submission to

Society	Conference/Journal	Track
AIS	PACIS 2022	PACIS 2022 Submissions

2.

- This will create a new submission.

PACIS 2022

- Edit your submission to complete it.

Existing Submissions

Search:

Status	Title	Actions	Note	Category	ID
incomplete	[NO TITLE PROVIDED]	See submission and reviews 4. Edit submission Delete submission	nothing submitted	PACIS 2022 Test	1000

5. Once you click “Edit submission”, the first thing you will need to do is **choose your track**:

Submissions

Reviews

Account

sign out

PACIS 2022 Submissions - submission 1311

PACIS 2022 Submission

Fill in the form to make your submission. When done, press the 'submit' button at the bottom of the page.

For a guide to how to submit a paper please see the authors guide at: [Author Guide](#).

Please **ensure your document has been produced using the [PACIS2022 Paper Submission Template](#)**.

Track

- Artificial Intelligence and Business Analytics
- Blockchain and Fintech
- Crowds, Social Media and Digital
- Cybersecurity, Privacy, and Ethical Issues
- Design Science in IS Research
- Digital Innovation and Entrepreneurship
- Digital Platforms and Ecosystems
- E-Business on Digital and Mobile Platforms
- Economics of Information Systems
- Governance, Strategy, and IS Value
- HCI and Robotics Interface
- Human Behavior and IS
- Health IT and IS for Healthcare
- IS Education and e-Learning
- Managing Projects and Programs of Digital Transformation
- Mobile, IoT, and Ubiquitous Computing
- Philosophy and Research Methods
- Service Science and IS
- SIGADIT: IT innovation, Adoption, and Diffusion
- SIGSOURCING: IS Sourcing in the Digital Age
- Sustainability and Societal Impacts of ICTs
- General Information Systems (IS) Topics
- Doctoral Consortium
- Junior Faculty Consortium
- TREO Talks
- Emergent Research Forum (ERF)

6. Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:

Paper Type

- Completed research paper
 Short paper

Paper Title

Test Submission for Author Guide

Authors

Name

[add one](#) | [remove last](#)

Affiliation

Secondary Affiliation

Abstract (no more than 150 words)

This is a sample abstract for the author guide.

Briefly state why the paper is a good fit with this track (no more than 75 words)

The test paper is a perfect fit with this track because it is being used for the author guide.

Keywords

Please enter at least 3 keywords

Author guide, Sample Paper, Keyword

7. Next, confirm that none of the authors have more than 5 submissions to PACIS 2022.

Please Confirm the Following

None of the authors on this paper have more than 5 submissions to PACIS 2022.

8. Please indicate whether a version of this paper has previously been published or is under review. If yes, please indicate the changes made in the text box under “Changes from Previous Paper”:

Previously Published?

Please indicate whether a version of this submission has previously been published or under review. (Submissions to PACIS 2022 must be original; submissions, or highly similar versions, cannot have been published or accepted in a journal or conference proceedings. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere.)

- Yes (Please elaborate below)
 No

Changes from Previous Paper

If you answered yes above, please detail the changes made to the paper.

9. Next indicate whether the **first author** is a **PhD student** and/or a **Practitioner**.

First Author is a PhD Student?

Check box if applicable

The first author is a PhD Student

Any Author is a Practitioner?

Check box if applicable

Any of the authors is a practitioner

10. Next, check the checkbox of the “Author agreement” to agree to the policies of PACIS 2022 as stated in the submission form:

Author Agreement

- **Scholarly integrity:** Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct and the work submitted is in accordance with the Code in all appropriate respects. Editors of AIS conference proceedings who receive allegations of plagiarism or other scholarly misconduct may inform the AIS President who may refer the matter, at their discretion, to the AIS Research Conduct Committee.
- **Original material:** The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the PACIS 2022 Submission Guidelines.
- **Presentation at the conference:** At least one author of every accepted submission and all members of every accepted panel must present at PACIS 2022. Authors should be prepared to present their papers or participate in panels at any time during the conference (Tuesday, July 5 to Saturday, July 9, 2022). Failure to comply with this requirement will result in the removal of papers or panelists from the PACIS 2022 Proceedings.
- **Distribution:** Submission of a paper to the conference represents the author's agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a non-exclusive license and all copyrights remain the property of the Author.
- **Copyright Note:** For all papers accepted into PACIS 2022, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the PACIS 2022 Proceedings in the format of AIS' choosing (CDs, e-Library and printed proceedings) under an established ISBN number for PACIS 2022.

Author Agreement

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

11. Finally, upload your paper. Papers must be in PDF format. Before you convert to PDF, **make sure you have anonymized your paper**. Please use one of the following methods in **MS-Word**, depending on the version of MS-Word you have:

- i. Click on *Tools>>Options*, and then click on the *Security tab*. Under *Privacy Options*, select “Remove personal information from file properties on save” OR
- ii. Click on *File>>Properties*, and then remove *Author Information*.

Provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “PDW,” “Panel,” or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!). Then click Record Changes as shown.

Document

Please note, only pdf file types will be accepted. **Please ensure your file is anonymized**. To do this in MS-Word (prior to converting your file to pdf), (i) click on Tools>>Options and then click on the Security tab; under Privacy Options, select “Remove personal information from file properties on save”; OR (ii) click on File>>Properties, and then remove Author Information.

Note New file

Completed Research Paper Test Paper f...or Guide.pdf

12. You should receive a confirmation mail and the status of the paper should change to “complete”

Submissions
Reviews
Chairing
Account

✔ The submission has been recorded.

Submissions

Make a new submission to

Society	Conference/Journal	Track	
<input type="text" value="AIS"/>	<input type="text" value="PACIS 2022"/>	<input type="text" value="PACIS 2022 PACIS 2022"/>	<input type="button" value="Go"/>

Existing Submissions

Search:

Status	Title	Actions	Note	Category	ID
complete	Test Submission for Author ...	See submission Edit submission Delete submission		PACIS 2022 PACIS 2022	1159