

## Online Submission Instructions for AMCIS 2014

This document contains instructions for using ManuscriptCentral to submit a completed research paper, research-in-progress paper, panel proposal, or workshop/tutorial proposal to AMCIS 2014.

### PART I: GETTING STARTED

Be sure to review all submission guidelines at <http://amcis2014.aisnet.org/index.php/call-for-papers> 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/amcis2014>. 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 *AMCIS 2014 Manuscript Submission* site.

To login, you must [create an account](#). If you already have an account, please login below. For technical support, click the "Get Help Now" link in the upper right corner of the page.

#### Log In

Log in here if you are already a registered user.

User ID:

Password:   Log In

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**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:   Go

#### New User?

[Register here](#)

#### Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- There is a template available for manuscript submission on this site. Click [here](#) to download it.
- [Home Page](#)

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

Welcome Welcome to the *AMCIS 2014 Manuscript Submission* 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 Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

**NOTE:** If you are reviewer and you have not selected your preferred mini-tracks for review, click the "Edit Account" link in the upper right corner of the page, then go to Step 3 and complete this information.

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

#### Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- There is a template available for manuscript submission on this site. Click [here](#) to download it.
- [Home Page](#)
- Switch to a different meeting:  
 

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"> <li>0 <a href="#">Unsubmitted Manuscripts</a></li> <li>0 <a href="#">Revised Manuscripts in Draft</a></li> <li>0 <a href="#">Submitted Manuscripts</a></li> <li>0 <a href="#">Manuscripts with Decisions</a></li> <li>0 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> </ul>	<p> <a href="#">Click here to submit a new manuscript</a></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

## 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 are accepted for AMCIS 2014:

- Completed Research Papers
- Research-in-Progress Papers
- Panel Proposal
- Workshop/Tutorial Proposal

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 Call for Papers](#) and review the criteria for each submission.

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.

The screenshot shows a submission form with a progress indicator on the left side. The progress indicator consists of five numbered steps: 1. Type, Title, & Abstract (highlighted in blue), 2. Details, 3. Authors & Institutions (marked with a green checkmark), 4. File Upload, and 5. Review & Submit. The main form area is divided into sections. At the top right, there is a 'Save and Continue' button. Below this is a section titled 'Manuscript Type' which contains a 'req Submission Type' dropdown menu. The next section is 'req Title (Limit 50 words)', which includes a 'Preview' icon and a 'Special Characters' icon. Below the title field is a text area with a 'Press Control-V (or Cmd-V) to Paste' instruction. The following section is 'req Abstract (Limit 150 words)', which also includes a 'Special Characters' icon and a text area with a 'Press Control-V (or Cmd-V) to Paste' instruction. At the bottom right of the form, there is another 'Save and Continue' button.

Use the drop down menu to choose a track. The track menu lists the tracks for AMCIS 2014. 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.'

The screenshot displays a web-based submission interface for AMCIS 2014. On the left side, there is a vertical navigation menu with five steps: 1. Type, Title, & Abstract; 2. Details; 3. Authors & Institutions (marked with a green checkmark); 4. File Upload; and 5. Review & Submit. The main content area is titled 'Track' and contains two numbered lists of track options. List 1 includes: Accounting Information Systems (SIGASYS) -->, Adoption and Diffusion of Information Technology (SIGADIT) -->, Business Intelligence and Knowledge Management (SIGDSS) -->, Data Quality & Information Quality (SIGIQ) -->, eGovernment (SIGeGov) -->, e-Business (SIGeBIZ) -->, End-User Information Systems, Innovation, and Organizational Change (SIGOSRA) -->, and Enterprise Systems (SIGEntSys) -->. List 2 includes: Accounting Information Systems Models, Designs and Implementation; Enterprise IT Governance and Security for Compliance Management; Mini-Track IV: General Accounting Information Systems; and Mini-Track I: IS Control, Audit and Reporting. To the right of the track lists is a search box with a 'Clear' button and a 'req' label. Below the track lists is an 'Add' button. At the top and bottom of the main content area are buttons for 'Save and Go Back' and 'Save and Continue'.

### PART III: Defining Authors & Author Order

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.

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	smartinez@meetingexpectations.com		

**Add a New Co-Author** Special Characters

req E-Mail:  Find Sal.  Select... req First (Given) Name:  Middle Name:  req Last (Family) Name:

req Institution:  Department:

req Country:  United States

State/Province:  --- Select One --- req City:

This person is the Presenting Author

If you have multiple Institutions and Departments for this author, click [here](#).

Save and Go Back Save and Continue

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.

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	smartinez@meetingexpectations.com		
2	Smith, Adam	University of Georgia, Management Information Systems Athens, Georgia, United States	a.smith@uga.edu		

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.

#### 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.

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

2 [Details](#)

3 [Authors & Institutions](#)

4 **File Upload**

5 [Review & Submit](#)

Save and Go Back Save and Continue

**My Files** (Uploaded files cannot exceed 60000K)

Order	File Name	Date	Edit Details	Delete
No files have been uploaded.				

**File Upload**

Upload new files:  
 No file selected.

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 [Details](#)

3 [Authors & Institutions](#)

4 **File Upload**

5 [Review & Submit](#)

Save and Go Back Save and Continue

**My Files** (Uploaded files cannot exceed 60000K)

Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
1	<a href="#">AMCIS 2014-Completed Paper Test.docx</a> (13K)	Original Submission	17-Dec-2013		

Save File Order

**File Upload**

Upload new files:  
 No file selected. File Designation:

Save and Go Back Save and Continue

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 2014.

✓ **Step 1: Type, Title, & Abstract**  Edit

**Submission Type:** Paper

**Title:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc adipiscing.

**Abstract:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum dapibus massa vel justo vehicula volutpat. Suspendisse quis pretium elit. Suspendisse et elit ullamcorper, pellentesque nibh sit amet, pretium leo. Vestibulum mollis mauris et leo ullamcorper egestas non ut arcu. Nulla mollis, tellus eget scelerisque eleifend, est risus fringilla odio, sed fringilla felis erat non risus. Cras est quam, vehicula vel mauris nec, pulvinar dapibus libero. Aliquam erat volutpat. Integer id nunc pellentesque, blandit lorem non, tristique urna. Vestibulum nisl sapien, pellentesque ac malesuada in, imperdiet vitae sem. Quisque aliquet tortor id odio semper, eget interdum lectus sagittis. Interdum et malesuada fames ac ante ipsum primis in faucibus.

Integer cursus lectus porta nulla porttitor, nec pellentesque augue mollis. Nullam consequat ullamcorper iaculis. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Aenean accumsan vestibulum sem, eget cursus nunc facilisis eget. Sed dictum, nulla sed tempus venenatis, est.

✓ **Step 2: Details**  Edit

**Track:** Social Media and Social Commerce

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

1. Pinkowski, Sarah; AIS
2. Smith, Adam; University of Georgia, Management Information Systems

✓ **Step 4: File Upload**  Edit

1. AMCIS\_2014-Completed\_Paper\_Test.docx

✓ **Step 5: Review & Submit**

 HTML  PDF

 Save and Go Back  Submit

**NOTE: Once you submit your paper, you may NOT alter it in any way. All authors who receive acceptance must attend the AMCIS 2014 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.