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My People(3)

Submitting |

Instructions

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Submission

Submission Instructions

Welcome to Conference Submission system. This document describes the process of submitting.

Survival Tips

- Try to avoid using the "back" button on your web browser. The back button, and refresh buttons cannot always take you to the page you would expect. In most instances you will land on the last safe page. It is ALWAYS preferable to use the tab navigation links at the top of the page.
- Each page includes its own instructions. Many of the instructions you will read in this document are also printed on the web pages. You will find the instructions in the gray sections.
- Your actions are not saved until you click "Accept and Continue." You should think of the forms on this site in much the same way you think of a word processor program. If you make changes by typing information, or clicking links to move items around a page you will lose those changes if you do not save them. Most forms will have an "Accept and Continue" button. You must click this button or your changes will be lost. When you create sessions, or edit proposals, you must click all the way through the process until you land on the status menu. Your changes are not written to the database until you complete the process.
- If you need additional help you should contact asastaff@theasa.net.

In order for your submission to be complete, you must finish the process without logging out, closing your browser, or beginning another submission. You will need the following information for your submission: submission information (title, abstract, etc.), and author information (name, affiliation, email address). You will also need a paper abstract ready to be cut and pasted into the appropriate box. Your submission is complete and available for review only when you have clicked the "Accept and Continue" button on the Submission Summary page at the end of the process. If during the process you need to return to your submission prior to completing the final submission process, you can click on "Submission Menu" (the tab at the top right corner of every page) followed by the red "Work on Current Submission" link. (This will only work if you have not logged out, closed your browser, clicked on the "Main Menu" tab, or started another submission).

In the top right corner, you will always see three tabs: "Logout," "Main Menu," and "Help." These three options will be available throughout the submission process. Click "Logout" when you are finished with your on-line session. Help is organized by the specific process you wish to complete. Within each process category is the sub-heading from each individual page. Proposals on any topic dealing with American Studies may be submitted for traditional paper sessions. Proposals may be submitted for sessions with alternative formats including sessions with papers and sessions without papers (see below). Proposals may also be submitted for individual papers. Proposals for sessions with papers, including traditional paper sessions, as well as those in talk, online, or exhibit formats, should indicate in a one-page description the session subject/s and the proposed format. Such proposals should also include all relevant information requested below in the submission guidelines and instructions and must include abstracts for each individual presenter. Proposals for sessions without papers, such as workshops, dialogues, and performances, should indicate in a one-page description the session subject/s and the proposed format. Such proposals should also include all relevant information requested below, though they need not include individual presenter abstracts. Kindly refer to the "Call for Proposals" page for details on the types of proposals: http://www.theasa.net/annual_meeting/page/submitting_a_proposal/

Submitting a New Proposal: To begin the process of submission, select "Submit or Edit a Proposal." Continue the process of submission by selecting "Create New Submission." Please see "Edit an Existing

Submission" instructions for help in editing previous submissions, at the bottom of "Help." Select submission type and select the appropriate submission type (paper, panel, etc.). You will find more detailed information under the "INDIVIDUAL SUBMISSIONS," and "SESSION SUBMISSIONS" sections below.

INDIVIDUAL SUBMISSIONS (Papers, etc.): Once you've selected the appropriate submission type, you are ready to add submission information. For individual submissions you will need to fill in the title, abstract, and any other fields that are marked with a red asterisk. Complete all of the relevant fields before clicking "Accept and Continue."

Selected Authors: To begin, search for authors who are already entered in the association database. SEARCH BY LAST NAME ONLY. An author search will produce a list of authors under the "Choose From List of Authors" table heading. To add an author, click "Add" in the "Action" field. Continue this process until you have searched and added all the applicable authors from the association database. You may change the author order by clicking "Up" or "Down" in the "Author Order" field. If you cannot find the author using the search function, see the instruction below for "Add An Unlisted Author." NOTE: If you are not an author, you must add a least one author before removing yourself from the author table.

Add An Unlisted Author: If you cannot find an author in the association database, click "Add Author." Fill in the first name, last name, affiliation, and email and click "Add Author." NOTE: If you are not an author, you must add at least one author before removing yourself from the author table. You may change the author order by clicking "Up" or "Down" in the "Author Order" field. Once you have completed the process of selecting and adding authors, click "Accept and Continue."

Submission Summary: The submission summary form allows you to review all input information. Check your submission information for accuracy. On the right-hand side of the submission summary form, directly across from the input data type (title, abstract, etc.), you can edit data using "Edit." Edit the desired data and follow the forms back to the submission summary form using "Accept and Continue" on each page. Once all the data on the form is accurate, click "Accept and Continue."

You have successfully completed the submission process, and will be on the confirmation page.

SESSION SUBMISSIONS Session Submissions (symposia, panels, etc.): Once you have selected the appropriate submission type, you are ready to add submission information. You will need to fill in the title, abstract, and any other fields marked with a red asterisk. Pay careful attention to the on-screen instructions for each field. Please fill out all relevant fields before clicking "Accept and Continue".

Populating your session with participants and/or papers: To add participants to your session you must follow the steps below:

--Step 1 (Adding Abstracts/Descriptions): Click "Add Papers." At a minimum, add the paper abstracts/descriptions and titles. Click on "Accept and Continue."

Select Authors For: Begin by searching for authors who are already entered in the association database. SEARCH BY LAST NAME ONLY. An author search will produce a list of authors within the "Choose From List Of Authors" table below. To add an author, click "Add" to the right of the authors affiliation (in the "Action" column). Continue this process until you have searched and added all of the applicable authors from the association database. If you cannot find the author using the Search function, see the instruction below for "Add Unlisted Session Authors." Once you have added all of the authors, click "Accept and Continue." On the next page, you may change the author order by clicking "Up" or "Down" in the "Author Order" field.

Add Unlisted Session Authors: If you cannot find an author using the Search function, click "Add Session Author" at the bottom of the page. Complete all the fields (first name, last name, affiliation, email, and student status). Click "Add Session Author." Once you have completed the process of selecting and adding authors click "Accept and Continue."

--Step 2 (Adding Other Participants):

Selecting Other Participants: Search for participants who are already entered in the association database. SEARCH BY LAST NAME ONLY. A participant search will produce a list of participants under the "Choose From List Of Participants" table heading. To select a listed participant, click "Add" in the "Action" field to the right of the participant affiliation. Continue this process until you have searched and added all of the applicable participants from the association database. You may change the participant order by clicking "Up" or "Down" in the "Participant Order" field. Once you have selected the appropriate order for participants and papers, select a role for each participant by clicking on the appropriate hyperlink in the "Role" field (Chair, Discussant, etc.).

Add New Participants: If you cannot find a participant using the Search function, click "Add Participant" at the bottom of the page. Fill in all the appropriate fields (first name, last name, affiliation, and email) and click "Add Participant." Once you have completed the process of selecting and adding participants, choose their role and

order. In the Role column, you will see a title with an asterisk (*) on the left side. The asterisk (*) indicates the current role of the participant. To change the title, click on the desired title. Do this for each of the participants. The Participant Order column indicates the current participant order. Use "Up" and "Down" in the participant's row to change the order. If you have added an incorrect participant, click "Remove" to the far right of the participant's row.

--Step 3 (Accept and Complete): Once you have added all the papers and participants to the session, review the information and click "Accept and Continue."

Session Submission Summary: The submission summary form allows you to review all input information. Check your submission information for accuracy. To the right of each of the input data types (title, abstract, etc.), you can edit data using "Edit." Edit the desired data and follow the forms back to the submission summary form using "Accept and Continue" on each page. Once all the data on the form is accurate, click "Accept and Continue."

You have completed the process, and should be on the confirmation page. **Submission Confirmation Email:** Once you have completed a submission you will receive an automated email from do_not_reply@allacademic.com. The email will arrive within minutes of completing your submission. If you do not receive the email, it may be because of one of the following reasons: 1. You did not complete the submission process properly. Go back and review the above help notes to make sure you have completed the process. Make sure that you have completed the session submission steps. 2. Your email address is incorrect. If you log in with an email account you no longer use, you will not receive email notifications. Please update your email with your association. 3. Your email has very sensitive spam blockers that are blocking the incoming email. You can check your "junk" email inbox, add the domain "@allacademic.com" to your safe list, and talk with your email provider to resolve this issue. Once you receive your email confirmation, please **DO NOT REPLY** to All Academic. The email will not be viewed or answered. For questions about your submission, the process, it's status, or any other issues, please contact asastaff@theasa.net.

You can also check online that your proposal was properly uploaded by clicking on "Submit or Edit Submission" followed by "Papers & Posters" or "Sessions" on the right side (depending on which type of submission you are checking on). A list of your submissions will appear below by title. Click on the desired submission title. Your proposal was successfully uploaded, if on the Submission Summary form, under the "Proposal" sub-heading, the file name that the system assigned to your proposal is listed.

EDITING A SUBMISSION: To edit a session that you have already submitted, click Submit or Edit a Proposal on the Main Menu. A list of your submitted proposals by title will appear at the bottom of the page. Select the desired title, or "edit" link. The next page will display the Submission Summary. You can edit data using Edit (to the right of each item of session information - title, abstract, etc. Edit the desired data and follow the forms back to the submission summary using Accept and Continue on each page. Once all the data on the form is accurate, click "Complete Submission."

Close

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