

Online Submission Instructions for ICIS 2011

This document contains instructions for using ManuscriptCentral to submit a completed research paper, research-in-progress paper, teaching case, panel proposal, or paper for the doctoral consortium to ICIS 2011.

Be sure to review all submission guidelines on http://icis2011.aisnet.org/Paper_Submission.html before submitting your work to the conference. Once you are certain your paper is ready to be submitted, please logon to <http://mc.manuscriptcentral.com/icis2011>. From the main menu, select Author Center.

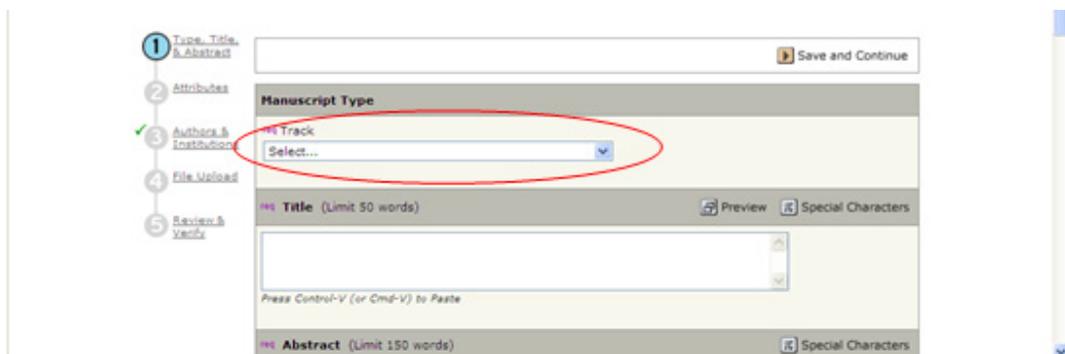
The Author Dashboard appears. Click on the **Click here to submit new manuscript** link.

My Manuscripts	Author Resources
<ul style="list-style-type: none">7 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Revised Manuscripts in Draft0 Submitted Manuscripts0 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Withdrawn Manuscripts0 Invited Manuscripts	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>

Author submission is a five step process. The first step requires authors to enter a track, title, abstract, paper type, and indication of author agreement.

To select a **Track**, use the pull down menu. The track menu lists the 21 tracks for ICIS 2011 plus a “track” for the doctoral consortium. The following types of submissions are accepted:

- Completed Research Papers (submitted to [Track 1 through Track 20](#)).
- Research-in-Progress papers (submitted to [Track 1 through Track 20](#)).
- Teaching Cases (submitted to [IS Curriculum and Education](#) Track only).
- Panel Proposals (submitted to the [Panels](#) Track only).
- Doctoral Consortium: Doctorial Consortium only.



The screenshot displays a web-based submission form. On the left, a vertical navigation menu contains five numbered steps: 1. Type, Title, & Abstract (highlighted in blue), 2. Attributes, 3. Authors & Institution (checked with a green mark), 4. File Upload, and 5. Review & Verify. The main form area is divided into sections. The top section is labeled 'Manuscript Type' and contains a dropdown menu for 'Track' with the text 'Select...' and a downward arrow. This dropdown menu is circled in red. Below this, there is a 'Title' field with a character limit of 50 words, a 'Preview' button, and a 'Special Characters' button. The bottom section is labeled 'Abstract' with a character limit of 150 words and also includes a 'Special Characters' button. A 'Save and Continue' button is located in the top right corner of the form area.

Next, enter the **Title** of your submission. The TITLE is limited to **50 words**. Initial letters of words are to be capitalized with the exception of words like ‘the’, ‘of’, ‘a’, ‘an’ unless it is the first word of the title. **“Here is an Example of How to Capitalize a Title”**. Please DO NOT use all capital letters for your title.

The image shows a web-based submission form with a vertical navigation menu on the left. The menu items are: 1 Type, Title, & Abstract; 2 Attributes; 3 Authors & Institutions (marked with a green checkmark); 4 File Upload; and 5 Review & Verify. The main form area contains several sections: a 'Save and Continue' button; a 'Manuscript Type' section with a 'Track' dropdown menu; a 'Title (Limit 50 words)' section with a 'Preview' and 'Special Characters' button; and an 'Abstract (Limit 150 words)' section with a 'Special Characters' button. A red oval highlights the empty text input field for the title. Below the input field, there is a small instruction: 'Press Control-V (or Cmd-V) to Paste'.

Next, please add your **abstract**. Abstracts must be **150 words or less**. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field. Please **DO NOT** use all capital letters for your abstract.

The screenshot shows a web form for submitting a paper. On the left, a vertical navigation bar contains two steps: '4 File Upload' and '5 Review & Verify'. The main form area is divided into several sections:

- Title Section:** A dropdown menu at the top left shows 'Select...'. Below it, a header bar reads 'req Title (Limit 50 words)' and includes 'Preview' and 'Special Characters' icons. A text input field is present with the instruction 'Press Control-V (or Cmd-V) to Paste' below it.
- Abstract Section:** A header bar reads 'req Abstract (Limit 150 words)' and includes a 'Special Characters' icon. A larger text input field is present with the instruction 'Press Control-V (or Cmd-V) to Paste' below it.
- Additional Details Section:** A header bar reads 'Additional Details'. Below it, a header bar reads 'req Paper Type' followed by a dropdown menu showing 'Select...'.
- Author Agreement Section:** A header bar reads 'Author Agreement'. Below it, a paragraph of text states: '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.'

Next, please add your **Paper Type**. For Tracks 1 through 20, the two paper types are Regular (complete) papers or Research-in-Progress.

If you are not sure whether your paper is a completed research paper or a research in progress paper, please review the submission guidelines at http://icis2011.aisnet.org/Paper_Submission.html.



The screenshot shows a web form for paper submission. It features three main sections: 1. **Abstract**: A text area with a 150-word limit and a 'Special Characters' icon. Below the text area is a prompt: 'Press Control-V (or Cmd-V) to Paste'. 2. **Additional Details**: A dropdown menu for 'Paper Type' with a 'Select...' button. The dropdown is open, showing three options: 'Select...', 'Regular (complete) papers', and 'Research-in-Progress'. 3. **Author Agreement**: A text block containing a statement about scholarly integrity and the AIS Code of Research Conduct, mentioning the AIS President and the AIS Research Conduct Committee.

When submitting to the [IS Curriculum and Education](#) Track, the paper types appear with three choices:

When submitting panel proposals to the [Panels](#) Track, the only Paper Type is “panels”.

Next, authors must read the **Author Agreement** and indicate that you agree to the Author Agreement by clicking the box. To proceed to the next menu in the submissions process, click on **Save and Continue**.

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 nonexclusive license and all copyrights remain the property of the author.

I Agree to the Terms Above

[Save and Continue](#)

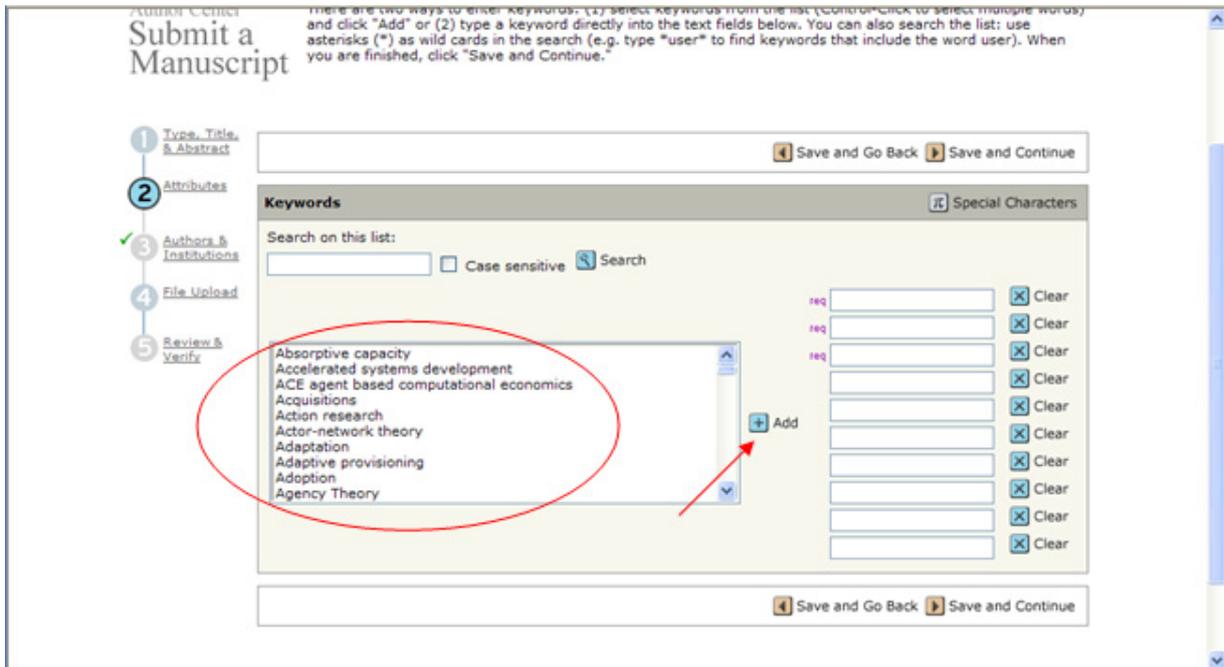
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[Admin: configure instructions](#)



The next menu requires authors to select **three keywords** from a predefined set of options. Find three keywords that describe your paper. The keywords describe content areas such as “Business Intelligence”, research methods such as “Case study/studies”, and theories such as “Agency Theory”.

For each keyword, highlight the keyword on the left hand side of the screen and hit the **Add** button to display the keyword on the right hand side of the screen.



You may either hit **Save and Go Back** or **Save and Continue**. Assuming you hit Save and Continue, you will proceed to the Authors & Institutions menu.

ManuscriptCentral will automatically load the author's name, institution, and email address based on the account information filled in when the account was created. The default setting is to make the author who is logged into the system as first author.

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

Save and Go Back Save and Continue

My Co-Authors

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Lacity, Mary <small>Presenting Author</small>	University of Missouri, College of Business St. Louis, Missouri, United States	Mary.Lacity@umsl.edu		

Add a New Co-Author

Special Characters

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

Institution: Department:

Country:

State/Province: City:

This person is the formal Presenting Author as denoted on the title page of the manuscript

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

Add To My Authors

Save and Go Back Save and Continue

Additional authors may be added. If co-authors are already registered in the system, you find their information by searching based on their *email*. For example, I entered Sal March's email address and the system loaded his other information.

To add Sal as a co-author, I hit the **Add to my Authors** Button.

The screenshot displays a web application interface for managing co-authors. On the left, a vertical navigation menu shows steps: 1. Substrate, 2. Attributes, 3. Authors & Institutions (highlighted with a green checkmark), 4. File Upload, and 5. Review & Verify. The main content area is titled 'My Co-Authors' and contains a table with the following data:

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Lacity, Mary <small>Presenting Author</small>	University of Missouri, College of Business St. Louis, Missouri, United States	Mary.Lacity@umsl.edu		

Below the table is the 'Add a New Co-Author' form, which is pre-filled with information for Sal March. The 'E-Mail' field, containing 'sal.march@owen.v', is circled in red. Other fields include 'Sal.' for Salutation, 'Sal' for First Name, and 'March' for Last Name. The form also includes fields for Institution (Vanderbilt University), Department (OGSM), Country (United States), State/Province (Tennessee), and City (Nashville). A checkbox is present for 'This person is the formal Presenting Author as denoted on the title page of the manuscript'. At the bottom of the form is the 'Add To My Authors' button and a 'Clear' button. The interface also features 'Save and Go Back' and 'Save and Continue' buttons at the top and bottom.

Once authors are added, you may then indicate the order of authors. In this example, I changed Sal March to be the first author and Mary Lacity to be the second author.

The screenshot shows the 'Submit a Manuscript' page in the Author Center. The page is titled 'Author Center Submit a Manuscript' and includes a navigation breadcrumb: 'Main Menu → Author Dashboard → Manuscript Submission'. The user is logged in as 'Mary Lacity'. The page contains a sidebar with five steps: 1. Type, Title, & Abstract; 2. Attributes; 3. Authors & Institutions (highlighted with a red circle); 4. File Upload; 5. Review & Verify. The main content area has a heading 'My Co-Authors' and a table with the following data:

Order	Name	Institution, Department	E-Mail	Edit	Delete
2	Lacity, Mary <small>Presenting Author</small>	University of Missouri, College of Business St. Louis, Missouri, United States	Mary.Lacity@umsl.edu		
1	March, Sal	Vanderbilt University, OGSM Nashville, Tennessee, United States	sal.march@owen.vanderbilt.edu		

Below the table is a section for 'Add a New Co-Author' with fields for E-Mail, Find, Sal., First (Given) Name, Middle Name, and Last (Family) Name. There are also 'Save and Go Back' and 'Save and Continue' buttons at the top right of the main content area.

You may either hit **Save and Go Back** or **Save and Continue**. Assuming you hit Save and Continue, you will proceed to the File Upload menu.

The most important part of this step in the process is to make sure your paper conforms to the formatting requirements and page limitations. Please review these documents before uploading your file.

To upload your paper, use the **Browse** button to find the document. Select the **File Destination** type (blind document) and hit the **Upload Files** button.

The screenshot shows a web interface for file upload. On the left is a vertical sidebar menu with five items: 1 Type, Title, & Abstract; 2 Attributes; 3 Authors & Institutions; 4 File Upload (highlighted with a blue circle); and 5 Review & Verify. The main content area has a note at the top: "NOTE: Your main file should not include any author information and you must select the file designation 'Blind Document.'" Below the note is a "My Files" section with a table header: Order, File Name, File Designation (with a link icon), Date, Edit Details, and Delete. The table body contains the text "No files have been uploaded." Below this is a "File Upload" section with a form. The form has a label "Upload new files:" followed by a text input field, a "Browse..." button, a label "File Designation:" followed by a dropdown menu set to "Select:", and an "Upload Files" button with an upward arrow icon. The "Browse..." button and the "File Designation:" dropdown are circled in red. At the bottom of the form area are "Save and Go Back" and "Save and Continue" buttons.

Note: The **file destination** is "blind document" for all tracks except the doctoral consortium. For the doctoral consortium, there are three file types: the nomination sheet, the faculty nomination letter and the actual research paper/proposal.

The system might take a while to upload the file.

Once the file is loaded, it will appear in the **My Files** window. The system creates ONE PDF that contains all the information on type, title, abstract, authors, institutions, and the paper itself. Even if multiple files are uploaded, the entire submission will become one PDF.

Be sure to review the PDF by clicking on it. If you are satisfied that your submission is ready, you are ready to submit to the conference.

NOTE: Your main file should not include any author information and you must select the file designation "Blind Document."

View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

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 ¹⁰⁰	Date	Edit Details	Delete
1	JS15y18.doc (391K)	Blind Document	20-Jan-2010		

Save File Order

File Upload

Upload new files: File Designation:

Save and Go Back Save and Continue

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You may either hit **Save and Go Back** or **Save and Continue**. Assuming you hit Save and Continue, you will proceed to the Review and Verify Menu.

Once the system places a green check next to the five steps, you are ready to submit your paper to the conference. ONCE YOU SUBMIT YOUR PAPER YOU MAY NOT ALTER IT IN ANYWAY!

The screenshot shows a submission form with five steps, each marked with a green checkmark and an 'Edit' button:

- Step 2: Attributes** (Keywords: Diffusion of innovation, Document classification and management, Strategic IS management)
- Step 3: Authors & Institutions** (1. March, Sal; Vanderbilt University, OGSM; 2. Lacity, Mary; University of Missouri, College of Business)
- Step 4: File Upload** (1. JSISv18.doc)
- Step 5: Review & Verify** (PDF)

At the bottom, there are two buttons: "Save and Go Back" and "Submit". The "Submit" button is circled in red.

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Your submission will be assigned a system generated Manuscript ID. Once you see the Submission Confirmation screen, the process is complete.