

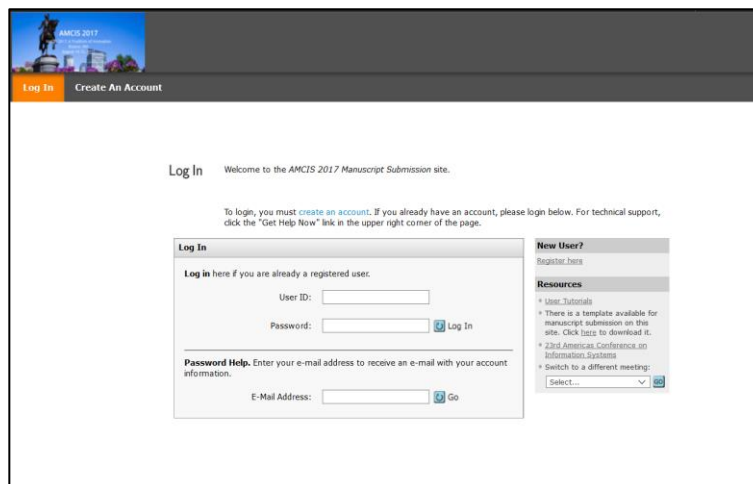
Online Submission Instructions for AMCIS 2017

This document contains instructions for using ScholarOne to submit (1) **a completed research paper** or (2) **an emergent research forum (ERF) paper (research-in-progress)** to AMCIS 2017. Other types of submissions (Panels, Workshops & Tutorials, TREO talks, and PDS proposals) will be submitted via email as described on the AMCIS 2017 website.

PART I: GETTING STARTED

Be sure to review all submission guidelines at <http://amcis2017.aisnet.org/submissions/types-of-submissions/> before submitting your work to the conference. Once you are certain that your paper is ready for submission, go to <https://mc.manuscriptcentral.com/amcis2017>.

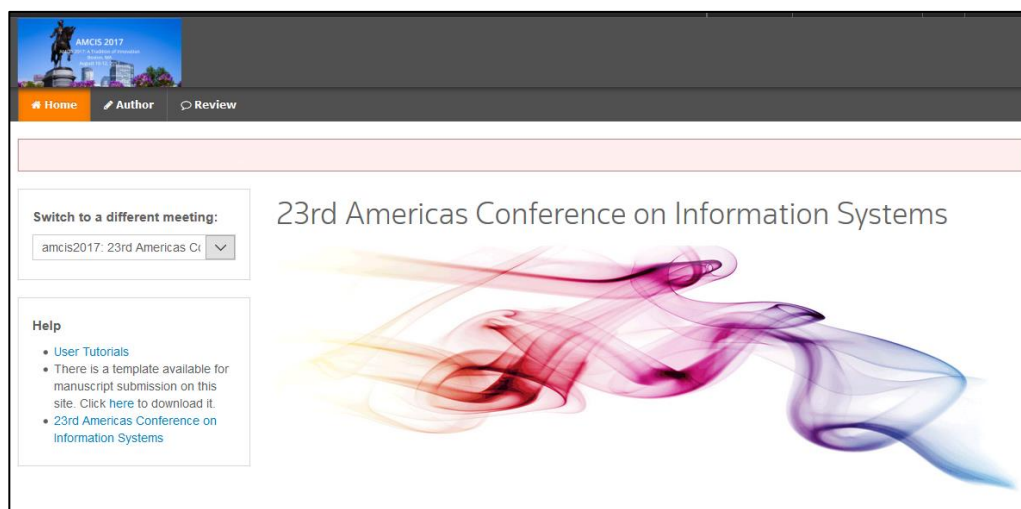
If you have not already registered, you will need to do so. Look for “New User”. Once you have registered for an account, please log in.



The screenshot shows the login page for the AMCIS 2017 Manuscript Submission site. At the top, there is a navigation bar with 'Log In' and 'Create An Account' buttons. Below the navigation bar, the page title is 'Log In' and the subtitle is 'Welcome to the AMCIS 2017 Manuscript Submission site.' A message states: '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.' There are two main sections: 'Log In' and 'New User?'. The 'Log In' section has a 'Log in here if you are already a registered user.' label, a 'User ID:' field, a 'Password:' field, and a 'Log In' button. The 'New User?' section has a 'Register here' link and a 'Resources' section with links to 'User Manuals', 'There is a template available for manuscript submission on this site. Click here to download it.', and '23rd Americas Conference on Information Systems'. There is also a 'Switch to a different meeting:' dropdown menu with 'amcis2017: 23rd Americas Cr' selected.

Once logged in, you will see the home page and main menu for the AMCIS 2017 ScholarOne site. In the bottom left of this page, in the Help panel, you will find a template that should be used for all Completed (full/regular) Research papers and all Emergent Research Forum (ERF) papers. Tutorials for using ScholarOne, and a link to the 2017 AMCIS website are also available.

Please select ‘Author’ from the menu selections.

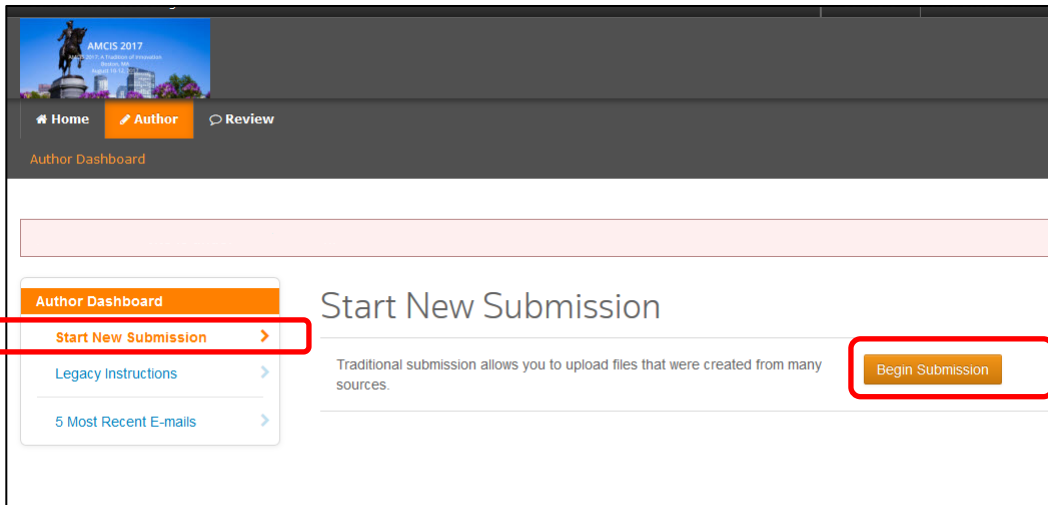


The screenshot shows the home page of the AMCIS 2017 ScholarOne site. At the top, there is a navigation bar with 'Home', 'Author', and 'Review' buttons. Below the navigation bar, there is a large banner with the text '23rd Americas Conference on Information Systems' and a colorful abstract graphic. On the left side, there is a 'Switch to a different meeting:' dropdown menu with 'amcis2017: 23rd Americas Cr' selected. Below this, there is a 'Help' section with a list of links: 'User Tutorials', 'There is a template available for manuscript submission on this site. Click here to download it.', and '23rd Americas Conference on Information Systems'.

The Author Dashboard will appear as shown below. Note: ScholarOne was reconfigured in June 2016 and the Author Dashboard may look different than what you saw in prior versions of ScholarOne. Click on the option, Start New Submission. Then click on Begin Submission.

When submitting Completed (full/regular) Research papers and Emergent Research Forum (ERF) papers, you must use the ORIGINAL SUBMISSIONS TEMPLATE found on the AMCIS 2017 website and in the Help Section of AMCIS 2017 ScholarOne site (mentioned above).

For revised, camera-ready submissions, please use the CAMERA-READY TEMPLATE.

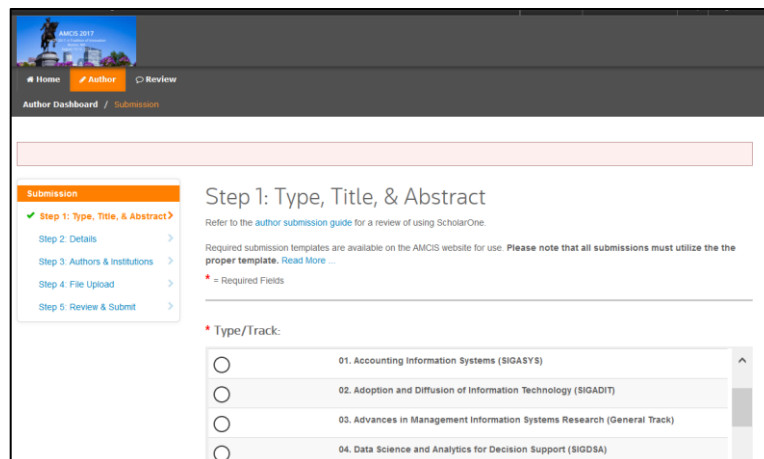


PART II: SUBMITTING YOUR WORK

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 will be submitted through ScholarOne for AMCIS 2017:

- Completed (regular/full) Research papers
- Emergent Research Forum (ERF) papers

Step 1: The first step requires you to choose a Track. All tracks are listed in ScholarOne, and you can see track descriptions on the AMCIS 2017 website. (Minitracks will be selected below in Step 2). Simply click the radio button to the left of the desired track. In addition, you will enter your paper title, abstract, and type (Completed or ERF) as described below.



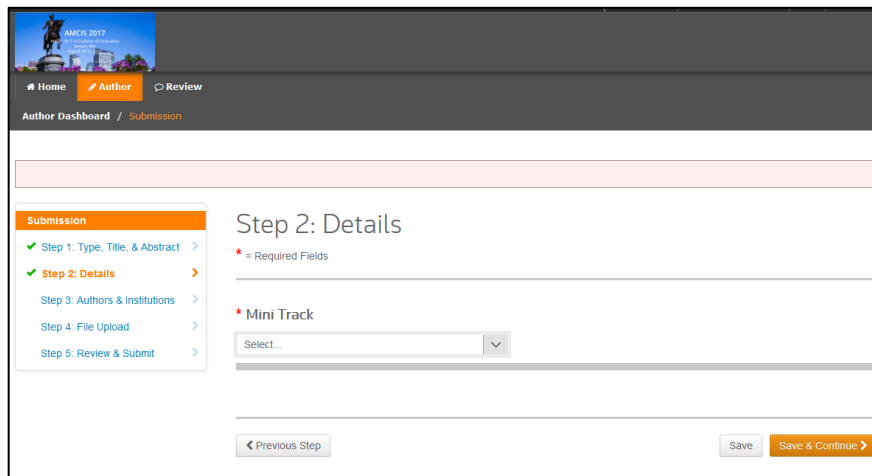
Title: Initial letters of words are to be capitalized with the exception of words such as ‘the’, ‘of’, ‘a’ or ‘an’ unless it is the first word of the title. Please do not capitalize all letters of your title. **Here Is an Example of How to Capitalize a Title.**

Abstracts: 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.

Paper Type: If you are unsure if your paper is a ‘Completed Research paper’ or an ‘ERP (research in progress) paper’, please go to the AMCIS site and review the Types of Submissions page.

Click ‘Save & Continue’ when complete.

Step 2: The second step requires you to choose a Minitrack. All minitracks are listed in ScholarOne, and you can see minitrack descriptions on the AMCIS 2017 website. Use the drop down menu to choose a minitrack. In addition, you will complete two agreements/disclosures as described below.

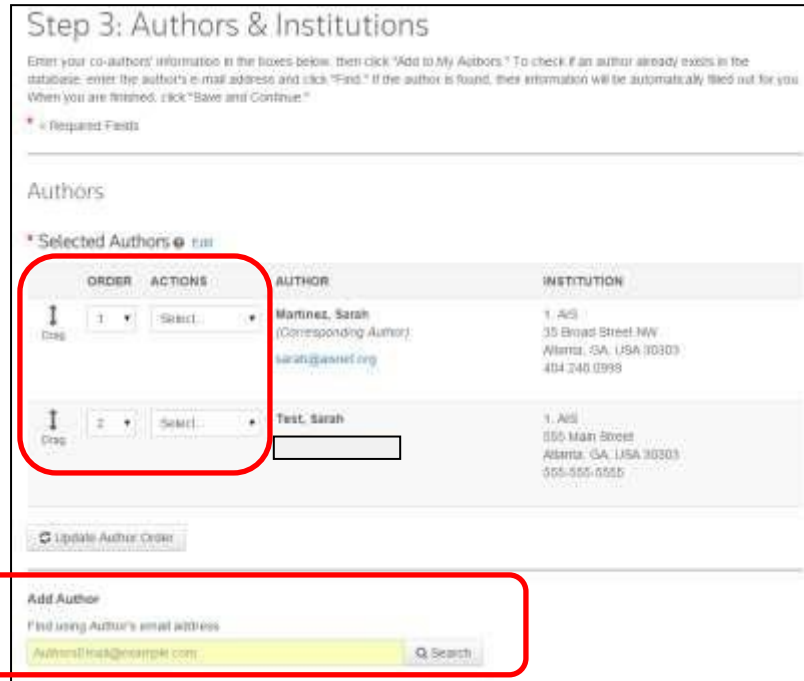


After selecting your minitrack, you will read and agree to the Author Agreement. Then you will read complete the Previously Published Work agreement. When complete, you may choose ‘Save & Continue’ or ‘Previous Step.’

Step 3: The third step requires you to define Authors & Author Order. ScholarOne will automatically load the submitting author’s name, institution, and email address based on the account information filled in when the account was created, as shown in the screen print below. The default setting is to make the author that is logged into ScholarOne the first author.

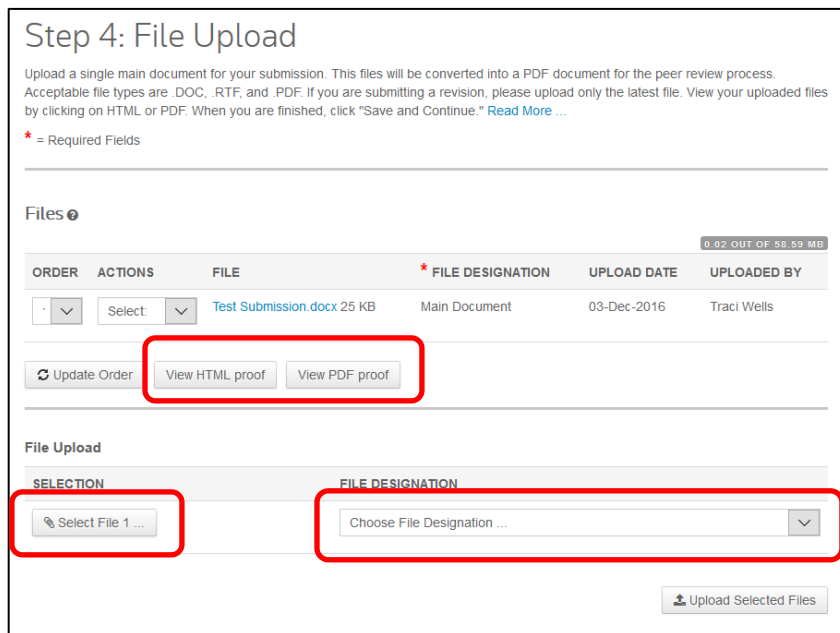
You may add additional authors, using the Add Author feature shown below. If co-authors are already registered in the system, you may find their information by searching with their registered email address. You may also add co-author information to the system if they are not already registered.

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. When complete, you may choose ‘Save & Continue’ or ‘Previous Step.’



Step 4: 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](#) on the AMCIS 2017 site 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 'Main Document.' Depending on your file size, the system may take a moment to upload.



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 file. To view a proof of your submission, choose the 'View HTML Proof' button below the Files area. A new window will open and your proof will generate. You will also need to view the PDF version prior to submission using the 'View PDF Proof' button. Please review both proofs for any

formatting issues, etc. and upload an updated submission file if needed. Both the PDF and the HTML proofs must be reviewed before you can submit your paper. You will also need to confirm that your paper meets several requirements before moving on to the final step by selecting some checkboxes.

When complete, you may choose 'Save & Continue' or 'Previous Step.'

Step 5: 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 2017. When all steps are complete, including viewing the HTML and PDF proofs, click the orange "Submit" button to complete the process. You will receive an email confirming your paper submission, please refer to the paper ID generated for any future correspondence.

NOTE: Once you submit your paper, you may NOT alter it in any way. If your paper is accepted for AMCIS 2017, at least one author must register for and attend the AMCIS 2017 Conference or the paper will not be included in the proceedings.