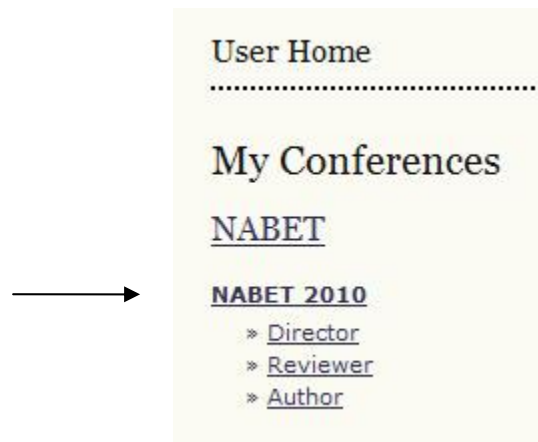


Submitting a Paper

Click the button titled 'Proposal Submission' in the left panel, titled 'Conference Information', of the screen.



If you do not see this panel, then click on the button titled 'Current Conferences', which is at the top of most of the conference pages. After clicking on Current Conferences click the button in the left panel titled with the current conference, in this example it is NABET 2010 but select the year of the conference you will be attending, to get to the NABET conference pages. You should now see the 'Proposal Submission' button.



You should now be on a page titled 'Step 1. Starting the Submission'. Go through the submission checklist on this page. Note: It is required for a user to check all the boxes on this page in order for them to continue with the proposal submission.

- Submission Checklist – Check each box once verifying your proposal meets the criteria stated.
- Copyright Notice – Once all authors of the proposal are sure they agree to the terms and conditions that lie therein check the box beneath the copyright notice. Checking this box will guarantee your compliance to the notice.

- Comments for Conference Director – You can submit any notes or comments to the conference director using this box. Writing in this box is completely optional and will not affect your proposal.

Once you are finished checking all the boxes, click the button titled ‘Save and continue’ to continue with the proposal submission process.

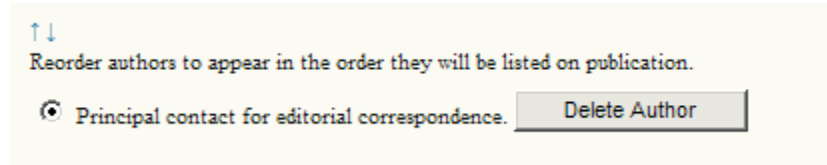
You should now be on a page titled ‘Step 2. Entering the Submission’s Metadata’. On this page you will be entering information about the author(s) of the proposal, the submission type, the abstract, the indexing, and supporting agencies.

- Authors – All information entered here will be used in identifying the author(s) of the proposal and will be viewable whenever anyone accesses the proposal.
 - Name – enter the author’s name here. Entering the middle initial is optional.
 - Affiliation (Optional) – enter the name of a group or organization that the author is affiliated with. Any affiliation associated expressly with the proposal should be entered here.
 - Country (Optional) – select the country the author is from.
 - Email – enter an email that the author wants to be associated with. Any change to the proposal, such as request for resubmission, will be sent to this address. It must be a valid email address.
 - URL (Optional) – enter the URL that the author wants to be associated with. If there is a URL that is expressly associated with the proposal then it should be entered here.
 - Bio Statement (Optional) – enter any information about the author here that they believe is important for the reader to know. Information such as the work they do and the position they hold within a specific organization would be useful to be written here.

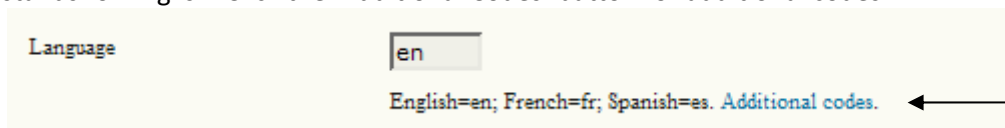
If there is more than one author associated with the proposal click the button titled ‘Add Author’. You can now fill out the same information for the second author. Keep adding authors until they have all been accounted for.

- Reorder Author – If you have more than one author related to one proposal than you can reorder the authors in the way they wish to be seen in the editorial. At the bottom of each author will be an up and a down arrow. Clicking on the up arrow will switch the places of the author, above the button, and the author above him or her.
- Delete Author – If you wish to delete an author you have added click the button titled ‘Delete Author’. The author that will be deleted is the author above the selected ‘Delete Author’ button.

- Principal Contact – Underneath each author will be a button that can be selected to choose the principal contact for the proposal. Select this button for the author that will receive messages related to the proposal. This should most likely be the person heading the proposal.



- Submission Type – here you will select whether the proposal you are submitting is a single presentation or a panel presentation.
- Title and Abstract – here you will enter the title of your proposal and the abstract. Both of these are necessary to proceed to the next step.
- Indexing – here you will enter information that user’s will use to search for your proposal. Information related to the field of study it concerns and the language it is written in would be inserted here. Entering any information here is optional.
 - Academic Discipline – enter here any academic fields this proposal concerns. If it concerns numerous fields separate each field with a semicolon.
i.e. Biology; Biochemistry; Anatomy;
 - Keywords – enter here any words that the user would search for to find this proposal. Keywords entered here should have to deal with the topic and content of this paper and not with any fields of study it concerns. Also separate the keywords with semicolons.
i.e. Minnows; Trout; Rivers; Population Studies;
 - Language – here enter the code for the language the proposal is written in. en stands for English. Click the ‘Additional Codes’ button for additional codes.



- Supporting Agencies – enter the names of any organizations or groups that were responsible for supporting this proposal. Separate the names of the organizations with a semicolon. Entering any information here is optional.

Click ‘Save and continue’ when you are finished with this step, to proceed with the next step.

You should now be on a page titled ‘Step 3. Uploading the Submission’. On this page you will select the file containing the proposal and upload it to the website.

First click the button titled 'Browse'



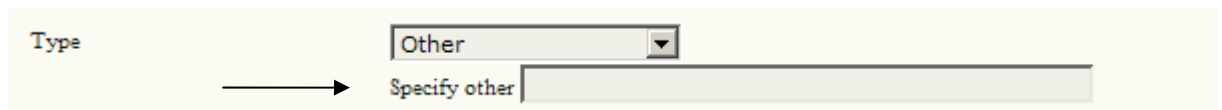
Upload submission file

Search for the proposal on your machine and select it. The name of the file you selected should appear in the text box next to the button titled 'Browse'. If the name of the file is correct press the button titled 'Upload'. After a minute under the heading 'Submission File' should appear the information for the new name of the file, the original file name (which should match the file name on your machine), the file size, and the date it was uploaded. If all this information is correct, click the button titled 'Save and continue'.

You should now be on a page titled '3. Upload Supplementary Files'. Search for the supplementary file(s) on your machine and select it. The name of the file you selected should appear in the text box next to the button titled 'Browse'. If the name of the file is correct press the button titled 'Upload'.

After successfully uploading the file you should be taken to a page titled 'Step 4A. Add a Supplementary File'. On this page you will enter information for the supplementary file, much like you did in Step 2 when you entered information for the proposal.

- Title – first you must enter a title for the supplementary file.
- Creator (or owner) of file (Optional) – here you may enter the name of the creator or owner of the supplementary data file.
- Keywords (Optional) – here you will, much like you did in step 2, enter keywords to search for this file with. Keywords you use should be related to the content of the file and not the discipline it is related with.
i.e. Trout, minnows, gender studies, migration
- Type – here you will select the type of information the supplementary file holds. If none of the selections match the type of information contained within the supplementary file, select 'Other'. If you select other, you must specify what information is contained within the file in the data field beneath the drop-down menu.



Type

- Brief Description (Optional) – here you may enter a description of the data contained within the supplementary file.
- Publisher (Optional) – if this is a formally published material, then enter the name of the publisher here.

- Contributor or Sponsoring Agency (Optional) – if this material was contributed to or sponsored by an organization, then enter the name of the organization here.
- Date (Optional) – enter here the date the data contained within this file was collected or the instrument was created. It must be entered in the YYYY-MM-DD format, where Y stands for year, M stands for month, and D stands for date.
i.e. 2010/06/21
- Source (Optional) – if the data in the supplementary data file was garnered from a third party source, be sure to name it in this input box.
- Language (Optional) – use the language codes that you used in step 2 to signify what language the supplementary file is presented in. It should be the same language as the language your proposal was written in.

After you have finished entering all this information, check the information under the heading ‘Supplementary File’. If you wish for your supplementary file to be reviewed without the reviewing seeing any information you inputted on this page, then check the box below the supplementary file information. Checking this will not compromise blind review.

SUPPLEMENTARY FILE

File name	3-9-1-SP.txt
Original file name	Query 1 (With Changes).txt
File size	479B
Date uploaded	2010-04-18 08:57 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

If the information below the heading supplementary file is incorrect, then click browse next to the heading ‘Replace File’ and select the new file. Once you have the correct file and have input all the information you wish to input then click ‘Save and continue’.

After clicking ‘Save and continue’ you should return to the page titled ‘3. Upload Supplementary Files’. If you wish to upload more supplementary files, then repeat the steps above. If any of the files you have uploaded have incorrect information then click the button titled ‘Edit’ next to the incorrect file. If you wish to delete an incorrect file from the proposal submission, then click the button titled ‘Delete’ next to the unnecessary file. Once all the supplementary files have been successfully uploaded and are correctly identified, click the ‘Save and continue’ button.

After clicking the ‘Save and continue’ button, you should be taken to a page titled ‘Step 4. Confirming the Submission’. If you need to make any changes to previous steps, then click on the name of the previous step and make changes as necessary. Once all the information is correct click the ‘Finish Submission’ button.