



# ICIS 2021 Author Guide – Tips and Tricks

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## Registering and Logging in for PCS 2.0

1. Go to the ICIS 2021 submission site: <https://new.precisionconference.com/user/login>
2. **If you do not have an account for PCS 2.0** (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), you will need to create an account.
  - a. Create Account



AIS submission and review

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email   
Password

[Create an account](#)

[Reset my password](#)

b. Enter your suggested Login Information:



AIS submission and review

### Create an account

First name	<input type="text" value="Test"/>	*
Last name	<input type="text" value="User"/>	*
Email address	<input type="text" value="TestUser@TestUser.com"/>	*



c. Obtain your Login Information by checking your inbox and confirming the email address:



AIS submission and review

Email has been sent to your email address  
Please click on the link in that email to continue.

✔ **If you do not receive the email**, please check your Junk or Spam folders.

Microsoft Outlook is particularly aggressive at dropping email without notice.  
If you use Outlook, you should ask your organization to whitelist precisionconference.com.

You will receive an email asking to confirm the email address:

PCS account registration: Please confirm your email Inbox x



users@precisionconference.com

to me ▾

Thank you for registering with the PCS submission and review system.

Please click below to confirm your email and set up your account: [Confirm your email](#).

If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)

- d. After confirming, you will be asked to specify a username and password.



Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

**Username**  \*

**Password**  \*

**Retype Password**  \*



Next, you'll be asked to provide your contact information.

e. Specify personal information (user and contact information):



Submissions    Reviews    **Account**

✔ Your username and password have been saved.

**Contact Information**

Title	<input type="text"/>
Given name	<input type="text" value="Test"/> *
Initial or middle name	<input type="text"/>
Family name	<input type="text" value="User"/> *
Suffix	<input type="text"/>

Email	<input type="text" value="TestUser@TestUser.com"/> *
Recovery email 1	<input type="text"/>

[add one](#) | [remove last](#)

Phone number	<input type="text"/>
Web page	<input type="text"/>

<b>Affiliation 1</b>	Dept/School/Lab	<input type="text"/>
	Institution	<input type="text" value="Test University"/> *
	City	<input type="text" value="Testburgh"/> *
	State/Province	<input type="text"/> required for USA/Canada
	Country	<input type="text" value="Testland"/> *

[add one](#) | [remove last](#)

**Record Changes**

f. Agree to terms of use and privacy information:



Submissions    Reviews    **Account**    sign out

✔ Your contact information has been saved.

⚠ Please agree to the Terms of Use and configure your privacy settings below.  
You must agree to the Terms of Use to make new submissions or reviews.

**Account**

- [Change contact information](#)
- [Change password](#)
- [Change username](#)
- [Remove account](#)

**Terms of Use**

[Terms of Use](#)

I agree to the Terms of Use.

**Privacy Settings**

[Privacy Policy](#)

The following settings are discussed in more detail in the Privacy Policy.

- My name, email address, and affiliations may be shown in "autocompletions" on submission forms. **This reduces the likelihood of duplicate accounts being created for you and is strongly recommended.**
- My contact information may be shown to chairs and committee members. **This is necessary if you are reviewing.**
- My summary reviewing history may be shown to chairs and committee members.
- My submissions and reviews may be used in automated analyses. Anonymous aggregate measures from those analyses may be reported.
- My name and email address may be provided to the chairs of future conferences for which I have reviewed or to which I have submitted.

3. If you already have an account for PCS 2.0

- Enter your "Username" and "Password" and select "Sign in"
- If you do not know your password or have forgotten it, click on the "Reset my password" link.



AIS submission and review

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email   
Password

[Create an account](#)

[Reset my password](#)

## Submitting a Paper

1. Once logged in, select the “**Submissions**” tab. Then choose “ **AIS** ” under Society.
  - a. For all submissions, select “ **ICIS 2021** ” as the Conference/Journal.
  - b. For all submissions, except TREO, select “ **ICIS 2021 Submission** ” (to submit either a completed research paper, a short paper, a teaching case, a PDW or a panel proposal) as the “Track”.
  - c. If submitting a TREO paper, please select “ **ICIS 2021 TREO** ” as the “Track”. Note: The system will be open for TREO submissions in August 2021.  
**Note:** “Track” in PCS designates a paper as a completed research paper, short paper, teaching case, PDW/panel proposal OR TREO submission. **After you have created your new submission**, you will be able to select one of the specific research tracks for your paper.
  - d. **Do NOT** choose the “ICIS 2021 Test” as “Track” – it is only for system tests!

2. Hit GO.

### Submissions

Make a new submission to

Society	Conference/Journal	Track	
AIS	ICIS 2021	2.	Go

3. This will create a new submission.
4. Edit your submission to complete it.

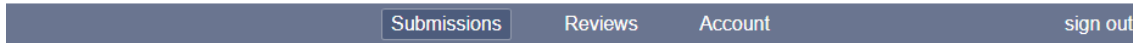
### Existing Submissions

Search:

Status	Title	Actions	Note	Category	ID
incomplete	[NO TITLE PROVIDED]	<a href="#">See submission and reviews</a> <b>4.</b> <a href="#">Edit submission</a> <a href="#">Delete submission</a>	nothing submitted	ICIS 2021 Test	1000



5. Once you click “Edit submission”, the first thing you will need to do is **choose your track**:



### ICIS 2021 Test - submission 1000

Fill in this form to make your submission. When done, press the 'submit' button at the bottom of the page.

For a guide to how to submit a paper please see the authors guide at: [Authors Guide](#).

Please **ensure your document has been produced using the [ICIS2021 Paper Submission Template](#)**.

#### Track

- 01 Conference Theme Track A: IS for Sustainability
- 02 Conference Theme Track B: IS for Resilience
- 03 General IS Topics
- 04 Digital Learning and IS Curricula
- 05 IS and the Future of Work
- 06 Societal Impact of IS
- 07 Cyber-Security, Privacy, and Ethics of IS
- 08 Blockchain, DLT, and Fintech
- 09 Sharing Economy, Platforms, and Crowds
- 10 Human Computer / Robot Interaction
- 11 AI in Business and Society
- 12 IS Design, Development, and Project Management
- 13 IS Implementation and Adoption
- 14 Data Analytics for Business and Societal Challenges
- 15 Digital Innovation, Entrepreneurship, and New Business Models
- 16 Social Media and Digital Collaboration
- 17 IS in Healthcare
- 18 IoT, Smart Cities, Services, and Government
- 19 Governance, Strategy and Value of IS
- 20 Advances in Methods, Theories, and Philosophy
- 21 User Behavior, Engagement, and Consequences
- 22 Digital and Mobile Commerce
- 23 Panels
- 24 Professional Development Workshops (PDW)
- 25 Paper-a-thon



6. Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:

**Paper Type**

- Completed Research Paper
- Short Paper
- Teaching Case
- Panel
- Professional Development Workshop

**Paper Title**

Test Paper for Author Guide

**Authors**

**Name**

[add one](#) | [remove last](#)

**Affiliation**

**Secondary Affiliation**

**Abstract (no more than 150 words)**

This is a sample abstract for the author guide.

**Briefly state why the paper is a good fit with this track (no more than 75 words)**

This test paper is a perfect fit with this track because it is being used for the author guide.

**Keywords**

Please enter at least 3 keywords

Author Guide, Sample Paper, Keyword





7. Next, confirm that none of the authors have more than 5 submissions to ICIS 2021.

**Please Confirm the Following**

None of the authors on this paper have more than 5 submissions to ICIS 2021.

8. Please indicate whether a version of this paper has previously been published or is under review. If yes, please indicate the changes made in the text box under “Changes from Previous Paper”:

**Previously Published?**

Please indicate whether a version of this submission has previously been published or under review. (Submissions to ICIS 2021 must be original; submissions, or highly similar versions, cannot have been published or accepted in a journal or conference proceedings. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere.)

Yes (Please elaborate below)

No

**Changes from Previous Paper**

If you answered yes above, please detail the changes made to the paper.



9. Next indicate whether the **first author** is a **PhD student** and/or a **Practitioner**.

**First Author is a PhD Student?**

Check box if applicable

The first author is a PhD Student

**Any Author is a Practitioner?**

Check box if applicable

Any of the authors is a practitioner

10. Next indicate whether the paper is eligible for the Kauffman-sponsored AIS Best Paper award on Information Systems, Innovation and Entrepreneurship. **Only click this if your paper is on Innovation or Entrepreneurship.** Also indicate whether the **first author is a PhD student** at the time of the ICIS 2021 Conference in December 2021. (Click on links for further information on the Awards eligibility requirements.)

**Kauffman Sponsored Best Paper Eligibility**

Please indicate if your paper is eligible for the Kauffman Sponsored Best Paper Award ([see details here](#))

By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Paper Award

**Kauffman Sponsored Best Student Paper Eligibility**

If so, please indicate whether the first author of the paper is a PhD student at the time of the ICIS 2021 conference ([see details of the Kauffman Sponsored Best Student Paper Award here](#).)

By checking this box, I acknowledge that this paper is eligible for the Kauffman Sponsored Best Student Paper Award



11. Next, check the checkbox of the “Author agreement” to agree to the policies of ICIS 2021 as stated in the submission form:

#### Author Agreement

- Scholarly integrity: 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.
- Original material: The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the ICIS 2021 Submission Guidelines.
- Presentation at the conference: At least one author of every accepted submission and all members of every accepted panel must present at ICIS 2021 in Austin, Texas. Authors should be prepared to present their papers or participate in panels at any time during the conference (Sunday, December 12 to Wednesday, December 15, 2021). Failure to comply with this requirement will result in removal of papers or panelists from the ICIS 2021 Proceedings.
- Distribution: 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 non-exclusive license and all copyrights remain the property of the author.
- Copyright Note: For all papers accepted into ICIS 2021, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the ICIS 2021 Proceedings in the format of AIS’ choosing (CDs, e-Library and printed proceedings) under an established ISBN number for ICIS 2021.

#### Author Agreement

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

12. Finally, upload your paper. Papers must be in PDF format. Before you convert to PDF, **make sure you have anonymized your paper**. Please use one of the following methods in **MS-Word**, depending on the version of MS-Word you have:

- Click on *Tools>>Options*, and then click on the *Security tab*. Under *Privacy Options*, select “Remove personal information from file properties on save” OR
- Click on *File>>Properties*, and then remove *Author Information*.

Provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “PDW,” “Panel,” or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!). Then click Record Changes as shown.

### Document

Please note, only pdf file types will be accepted. **Please ensure your file is anonymized.** To do this in MS-Word (prior to converting your file to pdf), (i) click on Tools>>Options and then click on the Security tab; under Privacy Options, select "Remove personal information from file properties on save"; OR (ii) click on File>>Properties, and then remove Author Information.

**Note** **New file**

Completed Research Paper  Test Paper f...or Guide.pdf

13. You should receive a confirmation mail and the status of the paper should change to "complete"

### Submissions

Make a new submission to

Society:  | Conference/Journal:  | Track:

### Existing Submissions

Search:

Status ▲	Title	Actions	Note	Category	ID
complete	Test Paper for Author Guide	<a href="#">See submission and reviews</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>		ICIS 2021 Test	1000