

# 2020 AMCIS Author Guide – Tips and Tricks

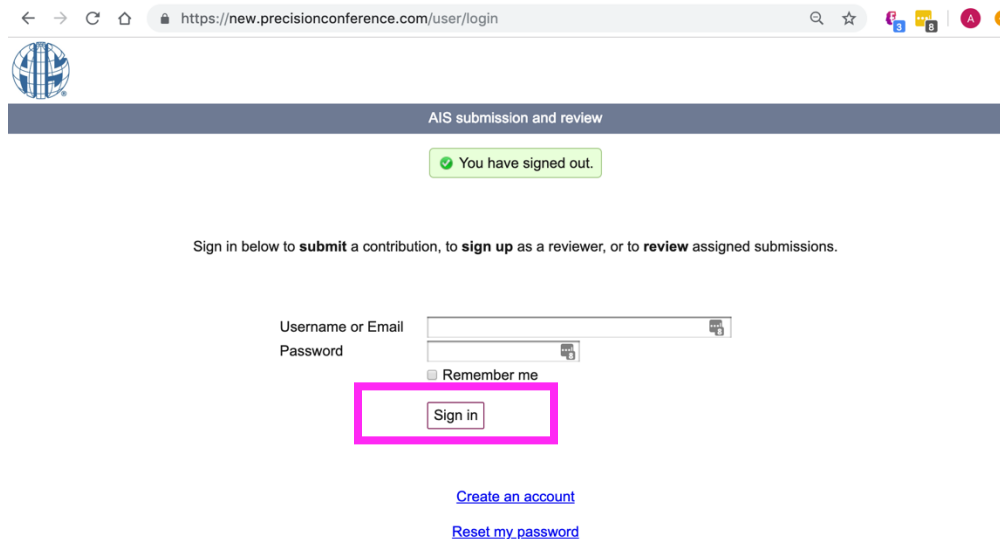
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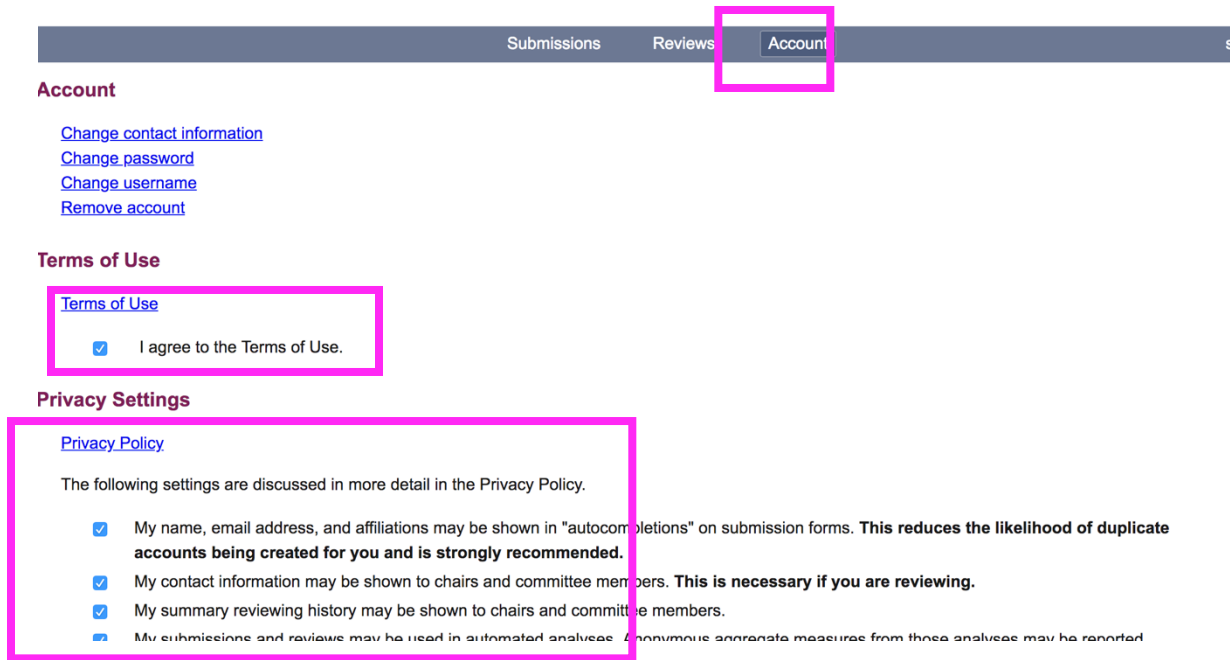
## Creating a Submission

### Logging In

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>
2. Enter your **“Username”** and **“Password”** and **“Sign in”**
  - a. If this is your first-time logging in, refer to the login email that you received from PCS.
  - b. If you do not know your password or have forgotten it, click on the Forget your password? **“Reset my password”** link.

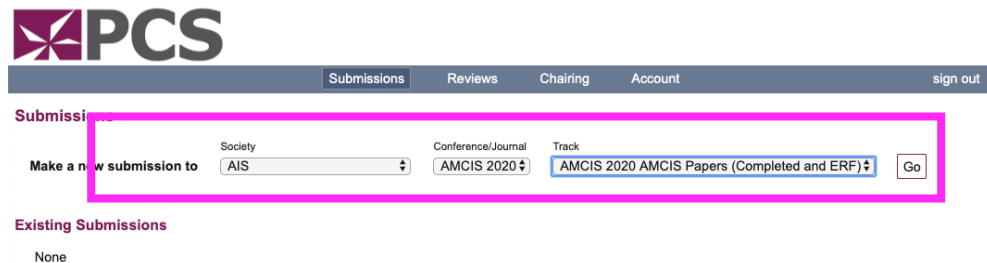


3. On the **Account tab**, make sure that you agree to the **Terms of Use**.



### Submitting a Paper

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>
2. To submit a completed or ERF paper, select **Submissions** on the top menu bar. Make sure that the **Society** dropdown says **AIS**, the **Conference/Journal** dropdown says **AMCIS 2020**, and the **Track** says **AMCIS 2020 Papers (Completed and ERF)**. Select **Go** to create your new submission.



3. You should now see a new, incomplete submission which you can **Edit**.

The screenshot shows the PCS Submissions page. At the top is the PCS logo and a navigation bar with 'Submissions', 'Reviews', 'Chairing', 'Account', and 'sign out'. A notification box states: 'A blank submission #1004 has been set up. You can edit it below.' Below this is the 'Submissions' section with a form to 'Make a new submission to' with dropdowns for Society (AIS), Conference/Journal (AMCIS 2020), and Track (AMCIS 2020 AMCIS Papers (Completed and ERF)), and a 'Go' button. Under 'Existing Submissions', there is a 'Help' button and a table with columns: Status, Category, Title, Actions, Note, and ID. The table contains one row: 'incomplete AMCIS 2020 AMCIS Papers (Completed and ERF) [NO TITLE PROVIDED] Nothing submitted 1004'. The 'Actions' column for this row has three links: 'See submission', 'Edit submission', and 'Delete submission'. The 'Edit submission' link is highlighted with a pink box.

- 4. To complete your submission, choose the **Track** you are submitting to, enter your **title**, **author information including affiliation** and **contact information**, and your 150 word **Abstract** (this is the description that will appear on in the AIS eLibrary if it is accepted). Finally, choose to **Record Changes**.

The screenshot shows the PCS submission form for AMCIS 2020. It features the PCS logo and 'AMCIS 2020' branding. The navigation bar is the same as in the previous screenshot. The page title is 'AMCIS 2020 AMCIS Papers (Completed ... - submission 1004)'. Below the title is a instruction: 'Fill in this form to make your submission. When done, press the 'submit' button at the bottom of the page.' The form has several sections: 'Track' with a dropdown menu and the instruction 'Choose this Track first, then the Minitrack below.'; 'Minitrack' with a dropdown menu and the instruction 'Choose the Track above first, then this Minitrack.'; 'Title' with a text input field; 'Submission Type' with radio buttons for 'Completed Research' and 'Emergent Research Forum'; and 'Authors' with fields for 'Name', 'Affiliation' (dropdown), and 'Secondary Affiliation'.

**Abstract**

**Document (blinded PDFs only)**

**Note**

**New file**  No file chosen

**Plagiarism**

By choosing to submit this work, you are acknowledging you understand to prevent research misconduct and help ensure research integrity, all accepted papers will be evaluated by iThenticate for risks of plagiarism. Papers that violate the AIS Code of Research Conduct will be removed from the program. For more information, please visit the conference website.

Record Changes

[Return to list of submissions without changes](#)

5. At this point, your submission is complete.



Submissions
Reviews
Chairing
Account
sign out

**Submissions**

Make a new submission to

Society:  | Conference/Journal:  | Track:

**Existing Submissions**

Status	Category	Title	Actions	Note	ID
complete	AMCIS 2020 AMCIS Papers (Completed and ERF)	Test Paper			1004

## Revising a Paper

### Reviewer Response and Camera-Ready Submission

1. If you have been asked to revise your minitrack submission, follow the following instruction.
2. Visit <https://new.precisionconference.com/ais>
3. Select **Edit final version**.



Submissions

Make a new submission to Society: AIS | Conference/Journal: | Track: | Go

Existing Submissions

Help

Status	Category	Title	Actions	Note	ID
revise	AMCIS 2020 AMCIS Papers (Completed and ERF)	Test Paper	<a href="#">See original submission, comments, and reviews</a> <a href="#">Edit final version</a> <a href="#">Send email to anonymous coordinator</a>		1004

- 4. Complete any required revisions, upload your response to reviewers, and select **Record Changes**.
- 5. To verify your final changes, you can select **See Final Version**.



✔ The final version has been recorded.

Submissions

Make a new submission to Society: AIS | Conference/Journal: | Track: | Go

Existing Submissions

Help

Status	Category	Title	Actions	Note	ID
revise	AMCIS 2020 AMCIS Papers (Completed and ERF)	Test Paper	<a href="#">See original submission, comments, and reviews</a> <a href="#">See final version</a> <a href="#">Edit final version</a> <a href="#">Send email to anonymous coordinator</a>		1004