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.

Questions? Email amcis2020.program@gmail.com
3. On the **Account tab**, make sure that you agree to the **Terms of Use**.

![Account tab with Terms of Use selected]

**Terms of Use**
- I agree to the Terms of Use.

**Privacy Settings**
- My name, email address, and affiliations may be shown in "autoconfessions" 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 review may be used in automated analysis. Anonymous aggregate measures from these analyses may be reported.

**Submitting a Paper**

1. Go to the AMCIS submission site: [https://new.precisionconference.com/ais](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.

![Submission page with AMCIS 2020 Papers selected]

3. You should now see a new, incomplete submission which you can **Edit**.
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.
5. At this point, your submission is complete.

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.

Questions? Email amcis2020.program@gmail.com
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**.