How to Submit
individual submission
panel proposal

Tutorial for ICA’s Paper Management Website with ScholarOne Abstracts

Updated 30 August 2023
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SUBMITTING A SESSION PROPOSAL

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   - Category
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3. Step 3: Chair/Discussant
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5. Step 5: Review & Submit

HELP WITH SUBMISSION MANAGEMENT SYSTEM
USE GET HELP NOW & FAQs
This guide has been specifically created for ICA's ScholarOne Abstracts submission management system.

USING THIS DOCUMENT
The instructions are split into two groups: (1) submitting an individual submission (2) submitting a panel proposal.

ACCESSING THE SITE
To reach the submission management system:

1. from the ICA website follow the navigation bar to the Conferences tab.
2. Select that year’s conference name.
3. Follow to the dropdown link > submission management system.

Note: Each submission participant must use only one email address for all submissions. Simply go to the submission management system and log in with your ScholarOne Abstracts profile. If you do not have a profile, you will need to create one. On the homepage click on "Create an Account," and follow the steps to fill out the form.

If you have previously submitted to an annual ICA conference, then you already have a pre-existing profile. Please try to refrain from creating duplicate profiles.

If you:

- Are unable to type in your email address when creating or editing your account or trying to log in
- Have reset your password and are still getting an “Incorrect User ID or Password” error

This issue is caused by having the AutoFill feature enabled in your browser. AutoFill functions like a copy and paste function, which is not permitted in the email address field when creating an account or logging into a journal submission site.

The email address must be manually typed into the email address field. The AutoFill feature can be disabled by accessing these instructions via the links below:

- Firefox
- Google Chrome
- Safari
After initially logging into your profile you will be prompted to fill out your profile. We strongly suggest taking the time to fill out your profile and sign up to review.

- You should specify at least one area of expertise within a Division/Interest Group.
- Please declare your interest in being a reviewer. If you have submitted an individual submission, you are expected to review at least one submission.
- Don’t forget to select your “Student Designation,” with a Yes or a No.

**SIGNING UP TO REVIEW**

- Click to watch a short clip on how to sign up as a reviewer.
- Reference the reviewer tutorial on how to sign up to be a reviewer.

**SUBMITTING AN INDIVIDUAL SUBMISSION**

To begin your submission process, click on the **Submission** tab in the upper left corner to get started.

**TIP:** If you need to exit your submission and return to complete it at a later time, remember to click Save or Save & Continue on any page you enter data.

Select **Create New Submission** in the box to the left. To access your submissions that are in progress or already submitted, scroll to the bottom of the View Submissions page.
4. **Step 1: Submission type**
   
   On this page, you will select your intention to either present in-person or remotely. This decision is binding and cannot be changed after 1 November. You can change between in-person and remote before the end of the submission period. In order to do this, you will have to delete your previous submission and re-submit a new submission.

   ![Step 1: Submission type](image)

5. **Step 2: Title/Body**
   
   On this page, you will enter your **Title** and **Abstract**.

   **Title**
   
   - Your title is limited to 15 words. Your title should NOT be all capitals or all lower-case; write your title in the title case.

   **Abstract**
   
   - Please refer to your Division/Interest Group’s call for papers in regards to abstract word limits. If there are no specific instructions, then make sure your words do not exceed 8,000 words excluding tables, references, and/or graphs.

6. **Step 3: Properties**
   
   On this page you will fill out your **Presentation Type**, **Student Paper**, **Category**, **Keywords**, **Additional Keywords**, **Secondary Keywords**, **Online Paper Distribution**, **Justification for Presentation Format**, and **Additional Information**.

   **Presentation Type**
   
   - Select your presentation type: Works in Progress, Paper, Poster, Extended Abstract, Great Ideas for Teaching Students (GIFTS), Research Escalator Extended Abstract, or Preregistration. Make sure to reference your Division/Interest Group’s call for papers to ensure they accept that type of presentation. (i.e. Communication Science and Biology is the only category that
accepts Preregistration as a presentation type.)

Learn more about submission types.

PRO TIP: If you do not see your desired Division/Interest Group under the Category dropdown, it means that group does not accept the presentation type you selected. To reset your filters, undo the "Is this a student paper?" question.

Is this a student paper?
- Select from three options:
  - Yes, this is a student-only paper.
  - Yes, this is a student-led paper.
  - No, this is not a student paper.

Category
Here you will select the Division/Interest Group you want to submit to. Again, don’t forget to reference all calls for papers.

Keywords
- **Primary Keywords**
  Please select the keyword (or research area) that best fits your submission. This keyword will be used to match an appropriate reviewer to your submission.

- **Additional Keywords (not required)**
  If your submission has more keywords then please select them here.

Secondary Category (not required)
Please select a secondary audience to be tagged along with your submission. Only your primary category selection will be managed for the submission review. Planners will use this section as a suggestion in case they feel your submission does not best fit into their Division/Interest Group.

Online Paper Distribution
Select yes or no if you wish to have your submission be available for conference attendees to read a month before the conference and 60 days after the conference.

**Justification for Presentation Format** (not required)
Here is where you will want to justify to the Division/Interest Group Planner why your submission should be presented in the presentation type you originally selected. All submissions are eligible to be presented in the format deemed most appropriate by the Planner. By submitting, you agree to adhere to the judgment of the planner, and will present this submission in the presentation format assigned.
For example:

- If your submission is best presented as a poster and you prefer this presentation method for this paper, please state this in the comments section of your submission.
- If you have a disability or accommodation that precludes you from presenting in a certain format, please comment below. Only the Planner (and not the reviewers) will see the comment. (Examples: captioning services, wheelchair access for presenting, a lower-positioned poster board for a poster so that you can reach it from a wheelchair/seated position, needing your poster to be placed away from a crowded area due to sensory issues, etc).

**Additional Information (not required)**
List any scheduling conflicts you will have if accepted, such as religious observances, late arrivals/early departures, etc.

7. **Step 4: Authors**
Please add all authors, even yourself. Submitters are not automatically listed as an author on the submission. If you cannot find an author in the database, try searching each field individually or typing just a few letters in a name in case there are special characters used.

**Note:** Please ensure you have searched for an existing author account before creating a new author account.

If after searching, you still cannot locate an author you can **Create an Author** button.

Change the numbers in the drop-down lists as needed to change **Author Order. The small number that appears next to names in superscript do not indicate the author order and can be ignored. These are for admin use only.**

```
TITLE: (none)
AUTHORS (FIRST NAME, LAST NAME): Jennifer Le1
AUTHORS/INSTITUTIONS: J. Le, International Comm
UNITED STATES;
```

**NOTE:** The first author/main contact should be the one to submit any individual submissions. Each *submitter* (whomever is entering the individual submission in the system) is limited to three (3) first author peer-reviewed submissions. Participating as a Co-Author, Session Organizer, Chair, or Respondent does not count against the three (3) limit. As the submitter, you are presumed to be the first/presenting author.
8. **Step 5: File Upload**

Please upload your PDF file here. Before submitting, consult any specific guidelines for the Division/Interest Group you are submitting to. Have your submission ready to upload as a single PDF document (maximum length 8,000 words, not including tables and references, unless Division or Interest Group guidelines state otherwise). All online submissions must be in PDF format. All tables, graphs, and pictures associated with your submission must be included with the main text in a single document. [Learn how to save or convert to PDF.](#)

**Anonymized Paper**

Names must be removed for blind reviews of submissions. Before uploading your paper, remove all author identification from the document including any file properties. Not following the guidelines may disqualify your submission from review. [Learn how to remove hidden data from your files.](#)

**Diversity**

Please self-assess and rate your submission's diversity. Research submitted should cite work that is both geographically and ethnically diverse in its authorship.

**Broader Impact**

Confirm if you've considered "the potential broader impact of [your] work, including its ethical aspects and future societal consequences."

**Reviewing**

Please acknowledge that you will review papers relevant to your area of expertise. A reminder, that we ask each submitter to review at least one submission.

**Conference Attendance**

If your submission is accepted, you are expected to register and attend the conference either in-person or remotely.

9. **Step 6: Review & Submit**

Review your details and submit. You can at any time go back into the system and edit your submission even after you’ve hit submit as long as it’s before the deadline.
SUBMITTING A SESSION PROPOSAL

To begin your submission process, click on the Session Proposal tab in the upper left corner to get started.

**TIP:** If you need to exit your submission and return to complete it at a later time, remember to click Save or Save & Continue on any page you enter data.

Select Create New Proposal in the box to the left. To access your submissions that are in progress or already submitted, scroll to the bottom of the View Submissions page.

1. **Step 1: Proposal type**
   On this page, you will select if your session will be all in-person or hybrid (a mix of in-person and remote presenters). This decision is binding and cannot be changed after 1 November. You can change between in-person and hybrid before the end of the submission period. In order to do this, you will have to delete your previous submission and re-submit a new submission.
2. **Step 2: Content**

On this page, you will enter your **Type**, **Category**, **Session Title**, and **Program Description**.

**Type**

**Category**
Here you will select the Division/Interest Group you want to submit to. This includes all Division and Interest Groups as well as listings: Blue Sky Workshops, Inter-Divisional/Interest Groups, Partner Panel, and Sponsored Session.

**Session Title**
Your title is limited to 15 words. Your title should NOT be all capitals or all lower-case; write your title in the title case.

**Program Description**
If accepted, this description will appear in the program. Please make sure you description does not exceed 75 words.

**Co-Sponsorship (not required)**
If your session proposal can also be cross listed with another category, please select it here.

**Diversity**
Please self-assess and rate your panel's diversity. Research submitted should cite work that is both geographically and ethnically diverse in its authorship. The committee welcomes one or two sentences, added to the rationale portion of your submission, describing the diversity of your citations or your panelists (general statements such as "This panel consists of three women, two men, and one non-binary scholar who are of indigenous, European, and Asian backgrounds and who all teach at different universities in the US and Europe.").

**400-word Panel Rationale (not required)**
Along with your own rationale, the committee welcomes one or two sentences, added to this portion of your submission, describing the diversity of your citations or your panelists (while keeping the submission anonymized, general statements such as "This panel consists of three women, two men, and one non-binary scholar who are of..."
indigenous, European, and Asian backgrounds and who all teach at different universities in the US and Europe.

**Additional Information (not required)**
List any scheduling conflicts you will have if accepted, such as religious observances, late arrivals/early departures, etc.

**Conference Attendance**
If your submission is accepted, you are expected to register and attend the conference either in-person or remotely.

**Expected Attendance (not required)**
List how many people you expect will attend your session. If accepted, this will help Planners with room assignments.

**Accessibility**
If you have a disability or accommodation that precludes you from presenting in a certain format, here is where you’d mention that. Only the Planner (and not the reviewers) will see the comment. (Examples: captioning services, wheelchair access for presenting, a lower-positioned poster board for a poster so that you can reach it from a wheelchair/seated position, needing your poster to be placed away from a crowded area due to sensory issues, etc).

3. **Step 3: Chair/Discussant**

Please add all participants here such as the Chair(s), Respondent(s), and Participant(s). If you cannot find a participant in the database, try searching each field individually or typing just a few letters in a name in case there are special characters used.

**Note:** Please ensure you have searched for an existing author account before creating a new author account.

If after searching, you still cannot locate an author you can **Add Participant** button.

Change the numbers in the drop-down lists as needed to change **Order**.

**TIP:** You do not need to add authors here twice. Presenters listed in Step 4 with their presentation titles will be listed, so listing them in Step 3 as well will list their names twice.
4. **Step 4: Session Abstracts**
   Here you will add your presenters with their presentation titles and abstracts. Author bios for diversity purposes can also be added in this section.

   Session proposals do not have file uploads.

5. **Step 5: Review & Submit**
   Review your details and submit. You can at any time go back into the system and edit your submission even after you’ve hit submit as long as it’s before the deadline.

**HELP WITH SUBMISSION MANAGEMENT SYSTEM**

- Contact ScholarOne Abstracts Support Team
- Common Issues (i.e. issues with logging in)