

Abstract Submission Instructions Using EasyChair for SSILA Summer Meeting 2013

EasyChair

SSILA is using the **EasyChair** conference management system for the submission of abstracts for the 2013 Summer Meeting.

The EasyChair SSILA Summer 2013 submission page address is this:

<https://www.easychair.org/conferences/?conf=ssilas13>

Abstracts

Submissions for the summer meeting require **two abstracts**:

Short Abstract This abstract should be no more than 100 words, and will be used for publication in the meeting handbook.

In **EasyChair**, you will cut and paste the short abstract into the “Abstract” box.

Long Abstract This abstract is the one that will be evaluated for inclusion in the summer meeting program. The long abstract should be a PDF file.

In **EasyChair**, you will select the PDF file containing your long abstract at the “Upload Paper” prompt.

This year we are requesting a limit of one page per abstract (11pt or 12pt, single spaced, with 1-inch margins). Any necessary references should appear on a second page.

Detailed instructions

If you have not used EasyChair before, detailed instructions follow.

The submission process requires two stages:

1. Get your own EasyChair account
2. Submit your abstracts

Creating an account in EasyChair:

- Go to the SSILA 2013 login page:
<http://www.easychair.org/conferences/?conf=ssilas2013>
- Follow instructions for logging in.
 - Enter your name, e-mail, and secret word.
 - Remember your secret word.
- Check your e-mail: You will receive a message from EasyChair.
- Click the link in the message you get from EasyChair.
- Enter your secret word.
- Enter your personal information; all starred fields are required.
- Click the button at the bottom to submit your information and go back to the login screen.
- Make a note of your user name and password for future reference.

NOTE: The password you set must be at least 8 characters or you will get an error message.

Submitting your abstracts:

Go again to the SSILA 2013 submission page and log in using the username and password you just established.

Click "New Submission". On the page that appears, you will need to provide correspondence information, identify the author(s), title, and category of the proposed paper, and submit your short abstract and long abstract.

Address for Correspondence:

Provide your postal address just in case we cannot reach you electronically.

Authors:

Enter the information requested about the author(s):

- For yourself, you can click the link at the top of the author box to enter the information from your account profile into the form.
- For co-authors, type in their information.
- If there are more than three authors, select [Click here to add more authors.](#)

Use the 'corresponding author' checkboxes to select which author(s) will get e-mail from the EasyChair system and the SSILA 2013 Program Committee.

Title and Abstract

- Enter the **Title** of the paper; this must be not more than one 7-inch typed line.
- Enter the prepublication (short) **Abstract**. If your paper is accepted, this short abstract will appear in the Meeting Handbook. Cut and paste the abstract from your word processing file into the text box provided. Maximum length is 100 words. [If your short abstract requires special characters, please also send it as a PDF file to the SSILA Executive Secretary at ssila2@gmail.com.]
- Enter **keywords** (at least 2, up to 5) that apply to your paper. Please include the subareas to which your paper belongs (to be used in the Meeting Handbook).
- Under **Topics**, select the main field of the paper (to be used by the program committee to group papers).

Upload paper [long abstract]

- The long abstract, written according to the guidelines described in the Call for Papers, must be uploaded here.
- Use PDF format.
- Use the browse button to select your abstract document.
- Click **Submit Paper**

Logout by selecting from the dropdown menu accessed by hovering your mouse over the EasyChair link in the top menu bar.

Questions?

Please contact the SSILA Executive Secretary at ssila2@gmail.com if you have any questions about or difficulty with your abstract submission.