Submitting Abstracts Using EasyChair

Abstracts

Submissions for the SSILA 2014 Annual 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 paste this abstract into the "Abstract" box.

Long Abstract This abstract is the one that will be evaluated for inclusion in the meeting program. The long abstract should be a pdf file. In **EasyChair**, you will select the pdf file containing your abstract to upload at the "Upload Paper" prompt.

This year we are limiting submissions to 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:
        Get your own EasyChair account
        Submit your abstract(s)

Creating an account in EasyChair:

- Go to the EasyChair site: www.easychair.org

- Click "sign up for an account" and follow the instructions for entry into the system

  Step 1: Type in the two word sequence you see on the screen and click on "continue".

  Step 2: Enter your name and e-mail address and click "continue"

- Check your e-mail: You will receive a message from EasyChair.

- Click the link in the message you get from EasyChair.

- Enter your personal information; all starred fields are required.

- Click the button at the bottom to submit your information.

- 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 to the SSILA 2014 submission page:

https://www.easychair.org/conferences/?conf=ssila2014

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 Program Committee.

Title, Abstract and Other Information

- 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 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 the **category** of your presentation. Please be judicious when selecting your category of presentation: for example, choose "poster first choice, paper second choice" if you prefer to present a poster, but are willing to present a paper if scheduling dictates; choose "poster only" if you do not wish to present your research as a paper.

- Enter the **keywords** (at least 2, up to 5) that apply to your paper. Please include the subareas to which your paper belongs.

- 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 "Sign out" in the top menu bar.

Questions?

Please contact ssila2@gmail.com if you have any questions about or difficulty with your abstract submission.