



# 2024 AMCIS Author Guide Tips & Tricks

v2

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## Submission

Submissions to AMCIS 2024 must be original. The submission, or a highly similar version, cannot have been published or accepted in a journal or another conference proceedings. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere. Upon submission of a paper, authors must declare that they follow the AIS Code of Ethics and Professional Conduct. We will follow the AIS guidelines to handle plagiarism cases. Serious cases will be considered and brought to the awareness of the AIS Research Conduct Committee. If a highly similar version of the submission exists, such as an unpublished Ph.D. thesis or early results of a study, this must be indicated in the submission as a footnote (kept anonymous to ensure a blind review process). While authors may use Generative AI (e.g., ChatGPT) for certain aspects of their work such as ChatGPT assisting in editing their writing, the submissions must represent the authors’ intellectual contributions. Authors will need to disclose the use of Generative AI for any aspect of the work. You need to declare in PCS before submission: “I have used Generative AI to assist in some aspect of conducting my research or writing the paper.” If the response is “Yes”, you will be asked to describe how you have used Generative AI in your work. We look forward to receiving your AMCIS 2024 submissions! If you have any questions, contact track chairs directly.

**Generative AI tools Usage** (required) (author can also edit when revised submissions are allowed)

Did any of the authors used generative AI tools in any aspect of this research?

Yes  
 No

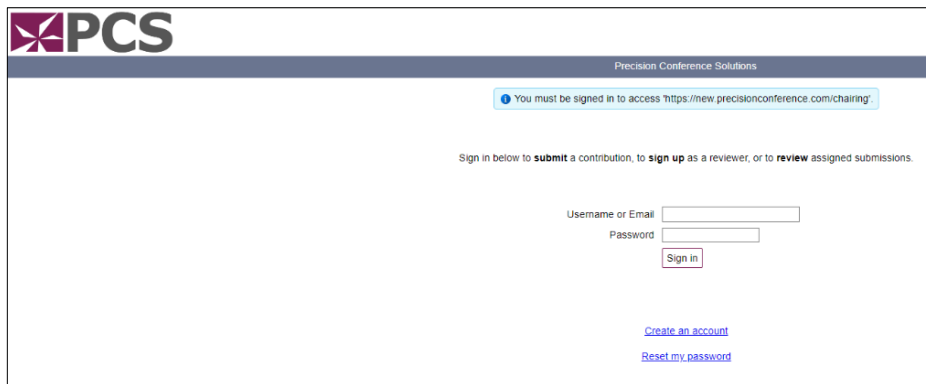
**Usage Explanation** (author can also edit when revised submissions are allowed)

If you answered yes to the previous question, please explain how Generative AI tools were used in this research.

## 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.



The screenshot shows the login page for Precision Conference Solutions (PCS). At the top left is the PCS logo. Below it, the text reads "Precision Conference Solutions". A blue notification bar states: "You must be signed in to access 'https://new.precisionconference.com/chairing'". Below this, a message says: "Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions." The login form includes two input fields: "Username or Email" and "Password", followed by a "Sign in" button. At the bottom of the form, there are two links: "Create an account" and "Reset my password".

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

The screenshot shows the PCS Account page. At the top, there is a navigation bar with 'Submissions', 'Reviews', 'Chairing', and 'Account' (highlighted with a red box). Below the navigation bar, the 'Account' section includes links for 'Change contact information', 'Change password', 'Change username', and 'Remove account'. The 'Terms of Use' section has a link for 'Terms of Use' and a checked checkbox for 'I agree to the Terms of Use'. The 'Privacy Settings' section has a link for 'Privacy Policy' and a list of settings, all of which are checked. The settings include: 'My name, email address, and affiliations may be shown in "autocompletions" 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 reviews may be used in automated analyses. Anonymous aggregate measures from those analyses may be reported.', and 'My name and email address may be provided to the chairs of future conferences for which I have reviewed or to which I have submitted.'

## 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 2024**, and the **Track** says **AMCIS 2024 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, there is a navigation bar with 'Submissions' (highlighted with a red box), 'Reviews', 'Chairing', and 'Account'. Below the navigation bar, the 'Submissions' section includes a form to 'Make a new submission to' with dropdown menus for 'Society' (AIS), 'Conference/Journal', and 'Track', and a 'Go' button. The 'Existing Submissions' section has a search bar and a table of submissions. The table has columns for 'Submission Deadline', 'Status', 'Title', 'Actions', 'Note', 'ID', and 'Category'. The first row shows a submission with status 'incomplete [NO TITLE PROVIDED]', ID 1143, and category 'AMCIS 202'. The 'Actions' column for this submission has links for 'See submission', 'Edit submission' (highlighted with a red box), and 'Delete submission'. The second row shows a submission with status 'incomplete', title 'Test Submission 4', ID 1016, and category 'AMCIS 202'. The 'Actions' column for this submission has links for 'See submission, comments and reviews' and 'Send email to anonymous coordinator'. The 'Note' column for this submission contains the text 'Required by February 28, 2020 5:00 pm MT. Track Authors Abstract Document (blinded PDFs only)'.

- 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 a submission form with several fields highlighted by red boxes. At the top, there is a 'Record Changes' button. Below it, there is a large text area for the abstract. Further down, there are fields for 'New title', 'Author', and 'Affiliation'. There are also radio buttons for 'New submission' and 'Existing submission'. At the bottom, there is a 'Submit' button. The form is oriented vertically, with the text rotated 90 degrees clockwise.

- At this point, your submission is complete.

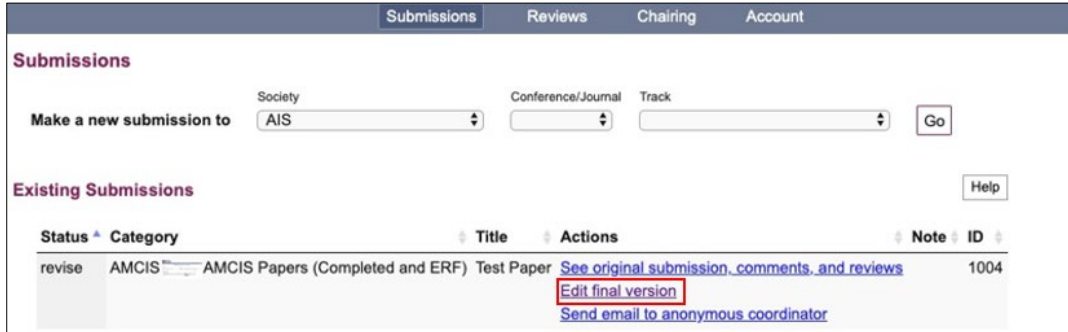
The screenshot shows the 'Submissions' page. At the top, there are tabs for 'Submissions', 'Reviews', 'Chairing', and 'Account'. Below the tabs, there is a section for 'Make a new submission to' with dropdown menus for 'Society' (AIS), 'Conference/Journal', and 'Track', and a 'Go' button. Below that, there is a section for 'Existing Submissions' with a 'Help' button. A table lists the submissions:

Status	Category	Title	Actions	Note	ID
complete	AMCIS 20XX AMCIS Papers (Completed and ERF)	Test Paper			1004

## Revising a Paper

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

