PACIS 2022 Author Guide – Tips and Tricks

Table of Contents

Registering and Logging in for PCS 2.0 ....................................................... 1
Submitting a Paper ................................................................................ 6

Registering and Logging in for PCS 2.0

1. Go to the PACIS 2022 submission site: https://new.precisionconference.com/user/login

2. If you do not have an account for PCS 2.0 (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), you will need to create an account.
   a. Create Account

Questions? Email: pacis2022@gmail.com
b. Enter your suggested Login Information:

![PCS Logo]

Create an account

First name Test

Last name User

Email address TestUser@TestUser.com

[Register]

You will receive an email asking to confirm the email address:

PCS account registration: Please confirm your email

users@precisionconference.com

Thank you for registering with the PCS submission and review system.

Please click below to confirm your email and set up your account: Confirm your email

If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)

Questions? Email: pacis2022@gmail.com
d. After confirming, you will be asked to specify a username and password.

Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>TestUser</td>
</tr>
<tr>
<td>Password</td>
<td>✋</td>
</tr>
<tr>
<td>Retype Password</td>
<td>✋</td>
</tr>
</tbody>
</table>

Next, you’ll be asked to provide your contact information.
e. Specify personal information (user and contact information):

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Given name</strong></td>
</tr>
<tr>
<td><strong>Initial or middle name</strong></td>
</tr>
<tr>
<td><strong>Family name</strong></td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Recovery email 1</strong></td>
</tr>
</tbody>
</table>

**ORCID**
(Open Researcher and Contributor Identification)

**Phone number**

**Web page**

---

For each affiliation below, also provide your institutional email address. This address will be associated with any submission on which you use the affiliation. If you provide no address below, the “Email” provided above will be associated.

<table>
<thead>
<tr>
<th>Affiliation 1</th>
<th>Department/Field/ Lab</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions? Email: pacis2022@gmail.com
f. Agree to terms of use and privacy information:

Please agree to the Terms of Use and configure your privacy settings below. You must agree to the Terms of Use to make new submissions or reviews.

Account
- Change contact information
- Change password
- Change username
- Remove account

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

Privacy Settings
- Privacy Policy
  - The following settings are discussed in more detail in the Privacy Policy:
    - 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.
    - 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.

3. If you already have an account for PCS 2.0
   a. Enter your “Username” and “Password” and select “Sign in”
   b. If you do not know your password or have forgotten it, click on the “Reset my password” link.

Questions? Email: pacis2022@gmail.com
Submitting a Paper

1. Once logged in, select the “Submissions” tab. Then choose “AIS” under Society.
   a. For all submissions, select “PACIS 2022” as the Conference/Journal.
   b. Do NOT choose the “PACIS 2022 Test” as “Track” – it is only for system tests!

2. Hit GO.

3. This will create a new submission.

4. Edit your submission to complete it.

Questions? Email: pacis2022@gmail.com
5. Once you click “Edit submission”, the first thing you will need to do is **choose your track**:

<table>
<thead>
<tr>
<th>Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ 01 Artificial Intelligence and Business Analytics</td>
</tr>
<tr>
<td>○ 02 Blockchain and Fintech</td>
</tr>
<tr>
<td>○ 03 Crowds, Social Media and Digital</td>
</tr>
<tr>
<td>○ 04 Cybersecurity, Privacy, and Ethical Issues</td>
</tr>
<tr>
<td>○ 05 Design Science in IS Research</td>
</tr>
<tr>
<td>○ 06 Digital Innovation and Entrepreneurship</td>
</tr>
<tr>
<td>○ 07 Digital Platforms and Ecosystems</td>
</tr>
<tr>
<td>○ 08 E-Business on Digital and Mobile Platforms</td>
</tr>
<tr>
<td>○ 09 Economics of Information Systems</td>
</tr>
<tr>
<td>○ 10 Governance, Strategy, and IS Value</td>
</tr>
<tr>
<td>○ 11 HCI and Robotic Interface Design</td>
</tr>
<tr>
<td>○ 12 Human Behavior and IS</td>
</tr>
<tr>
<td>○ 13 Health IT and IS for healthcare</td>
</tr>
<tr>
<td>○ 14 IS Education and e-Learning</td>
</tr>
<tr>
<td>○ 15 Managing Projects and Programs of Digital Transformation</td>
</tr>
<tr>
<td>○ 16 Mobile, IoT, and Ubiquitous Computing</td>
</tr>
<tr>
<td>○ 17 Philosophy and Research Methods</td>
</tr>
<tr>
<td>○ 18 Service Science and IS</td>
</tr>
<tr>
<td>○ 19 SIGADIT: IT Innovation, Adoption, and Diffusion</td>
</tr>
<tr>
<td>○ 20 SIGSOURCING: IS Sourcing in the digital age</td>
</tr>
<tr>
<td>○ 21 Sustainability and Societal Impacts of ICTs</td>
</tr>
<tr>
<td>○ 22 General Information Systems (IS) Topics</td>
</tr>
</tbody>
</table>
6. Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:

**Paper Type**
- Completed Research Paper
- Short Paper
- Teaching Case
- Panel
- Professional Development Workshop

**Paper Title**
Text Paper for Author Guide

**Authors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Secondary Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Abstract (no more than 150 words)**

This is a sample abstract for the author guide.

**Briefly state why the paper is a good fit with this track (no more than 75 words)**

This text paper is a perfect fit with this track because it is being used for the author guide.

**Keywords**

Please enter at least 3 keywords

Author Guide, Sample Paper, Keyword

Questions? Email: pacis2022@gmail.com
7. Next, confirm that none of the authors have more than 5 submissions to PACIS 2022.

Please Confirm the Following

☐ None of the authors on this paper have more than 5 submissions to PACIS 2022.

8. Please indicate whether a version of this paper has previously been published or is under review. If yes, please indicate the changes made in the text box under “Changes from Previous Paper”:

Previously Published?

Please indicate whether a version of this submission has previously been published or under review. (Submissions to PACIS 2022 must be original; submissions, or highly similar versions, cannot have been published or accepted in a journal or conference proceedings. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere.)

☐ Yes (Please elaborate below)
☐ No

Changes from Previous Paper

If you answered yes above, please detail the changes made to the paper.
9. Next indicate whether the first author is a **PhD student** and/or a **Practitioner**.

**First Author is a PhD Student?**
- Check box if applicable
  - [ ] The first author is a PhD Student

**Any Author is a Practitioner?**
- Check box if applicable
  - [ ] Any of the authors is a practitioner

10. Next, check the checkbox of the “Author agreement” to agree to the policies of PACIS 2022 as stated in the submission form:

**Author Agreement**

- Scholarly integrity: Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct and the work submitted is in accordance with the Code in all appropriate respects. Editors of AIS conference proceedings who receive allegations of plagiarism or other scholarly misconduct may inform the AIS President who may refer the matter, at their discretion, to the AIS Research Conduct Committee.
- Original material: The author(s) verify that this paper (or substantial portions of it) is not under review, accepted, or published elsewhere. They further verify that they have read and followed the PACIS 2022 Submission Guidelines.
- Presentation at the conference: At least one author of every accepted submission and all members of every accepted panel must present at PACIS 2022 in Austin, Texas. Authors should be prepared to present their papers or participate in panels at any time during the conference (Tuesday, July 5 to Saturday, July 9, 2022). Failure to comply with this requirement will result in removal of papers or panelists from the PACIS 2022 Proceedings.
- Distribution: Submission of a paper to the conference represents the author’s agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a non-exclusive license and all copyrights remain the property of the author.
- Copyright Note: For all papers accepted into PACIS 2022, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the PACIS 2022 Proceedings in the format of AIS’ choosing (CDs, e-Library and printed proceedings) under an established ISBN number for PACIS 2022.

**Author Agreement**

- [ ] By checking this box, I acknowledge I have read and agree to comply with the author agreement.
11. Finally, upload your paper. Papers must be in PDF format. Before you convert to PDF, make sure you have anonymized your paper. Please use one of the following methods in MS-Word, depending on the version of MS-Word you have:
   i. Click on Tools>>Options, and then click on the Security tab. Under Privacy Options, select “Remove personal information from file properties on save” OR
   ii. Click on File>>Properties, and then remove Author Information.

Provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “PDW,” “Panel,” or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!). Then click Record Changes as shown.

12. You should receive a confirmation mail and the status of the paper should change to “complete”