

Submission Frequently Asked Questions

When is the Submission Deadline?

Submission Deadline is **January 13, 2010, 3 p.m. EST.**

Where do I submit my paper?

All submissions **must** be done through the online system. Papers submitted outside the system are invalid. You may log-in to submit your paper through ASA's webpage (www.asanet.org).

Can Non-Members of ASA submit papers?





Yes. Non-Members may submit and present papers at the Annual Meeting. ASA assigns ID numbers and passwords to members and non-members who have registered for or submitted to an ASA Annual Meeting. If you have forgotten your ASA ID then you may retrieve the information by supplying your last email use with ASA [here](#).

If you're unsure of us having your current email address, you may send your request to: Membership@asanet.org or call Customer Service at 202-383-9005, ext. 389.

If you never had any interaction with ASA before this meeting then fill the General Information [here](#). When you have entered your contact information select "Submit and Go to the Online Paper Submission System". When the paper submission system opens, the next screen will have a link titled, "Access Online Paper Submission System".

What Information do I need ready before I begin submitting?

You will need:

-  Paper Title
-  Abstract (up to 200 words)
-  Preferred keywords
-  [Identify 1-2 topics](#)/organizers where you wish your paper to be considered (one Regular Session Topic and one Section Session, or two Section Sessions)

- ✚ Determine if you want your paper forwarded to a Roundtable Session
- ✚ AV equipment request (if needed)
- ✚ Institutional affiliations and email addresses for ALL presenting and non-presenting co-authors
- ✚ 20-page paper either converted to a PDF file or prepared as a Word, or WordPerfect document stored locally and ready for uploading. If necessary, special tables/charts in Excel or PowerPoint can be uploaded as supporting documents to accompany the paper.

Who selects the session my paper is reviewed?

The submitter. The submitter may choose up to 2 sessions to submit their paper. During the submission process, the submitter selects which session(s) their paper will be reviewed. You may find the List of Topics [here](#).

If you selected to have your paper forwarded to a roundtable then the organizer of the second session choice chooses which roundtable they believe the paper best fit.

Will my paper be seen by my first and second choice organizers at the same time?

No. The paper will be reviewed by one organizer at a time. The order of review is the order you choose when submitting the paper. The paper's path is: First Choice → Second Choice → (additional option) Forwarded to a Roundtable by the Second Choice organizer.

What format should my paper be in to uploading into the system?

You may upload your paper in the following formats: Microsoft Word, Adobe PDF, Word Perfect, Plain Text, Rich Text Format(rtf). If you are uploading Supporting documents then you may use the following formats: Microsoft Word, Adobe PDF, Word Perfect, Plain Text, Rich Text Format(rtf), Excel.

Can I make changes to my submission after uploading it into the system?

Yes. You may revise or verify submission information at anytime before the January 13, 2010, 3pm EST deadline. Log into the system and select "Submit/Edit a Proposal". Then select "Edit" to the right of your submission title. On the next webpage you will see links to edit different parts of your submission.

When should I expect a decision on my submission(s)?

Session Organizers of Regular and Section paper sessions are asked to notify authors of the status of their paper no later than March 1, 2010. Session Organizers of Roundtable sessions are asked to notify authors of the status of their paper no later than March 15, 2010.

We strongly encourage submitting authors to access the system to track the status of their submissions. Some e-mail administrations have firewalls in place which block certain in-bound e-mails. As a result, an organizer's e-mail may not reach the submitting author(s). Therefore, submitting authors should use the tracking feature in the system to obtain the most current status of their submission(s).

How will I be notified on the decision of my paper?

Notifications are to be sent via email through the Online Organizer Module. To deal with the possibility that notification letters may be stopped by your spam-filtering software, your notification letters are also cc'd to your Message Center within the Submission System.

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How will my co-authors be notified about the paper status?

It is the responsibility of the submitter to inform co-authors of their paper status and other relevant information. Communication about the paper acceptance will only be sent to the submitter.

The order in which the authors are listed is very important. How do I make sure the order will be correct in the program?

The submission form allows you to establish the order by assigning a number to each author or presenter. The order in which you list the authors will be used in the program.

What if my e-mail address is different from the one I used to login to the Call for Submissions?

Notification will be sent via e-mail only to the person who submitted the paper, and only to the e-mail address in the submitter's profile. If your e-mail address changes after you submit a paper, please notify us of your new address at meetings@asanet.org or call at 202-383-9005, ext. 305.