How to Submit a Paper/Extended Abstract

The following instructions walk through the process of submitting a paper to a regular session, section session, or roundtable session.

1. Go to the online portal.
2. Sign in using your ASA username and password.
3. You will see your Submitter Menu below. Click Submit or Edit a Proposal to continue.
4. You will see all the submission options. Select *Submit a New Paper Proposal or Submit an Extended Abstract Proposal*. The process is the same for both types.

5. Select the category for your paper submission. For this tutorial, we will select a Regular Session topic as our first choice. Then select if you are submitting a complete paper or an extended abstract.
6. You will see all the Regular Session topics listed. Select the appropriate topic.
7. Please add a title - with **correct** capitalization, spelling, and punctuation - along with a paper abstract. The paper abstract will appear in the online program if accepted.

8. Special Requests is for special scheduling requests, not for AV requests. AV requests are separate.

9. You will be asked if you have a second or third choice for your submission if declined by your first choice. Only roundtables may be elected as a third choice and you may not select two Regular Sessions.

10. Click Accept and Continue when finished.
11. Your name will automatically be added as Presenter but you can change to Non-Presenter if you are not planning to be the presenter. If there are other authors, please enter them by typing their last name and clicking Search for Author. If an author is not planning to attend and present, please mark them as Non-Presenter. When you are finished entering authors, click Accept and Continue.
12. Please review the information you have entered thus far. You may go back to any section to edit it.

13. If you have a supporting document such as tables, graphs, data sets you may upload a Supporting Document. Supporting Documents are not required and you may only upload one file. You must upload your Supporting Documents before you upload your paper/extended abstract. Click Upload Supporting Documents and select the file to upload.

14. You must upload a copy of your paper or extended abstract. Click Upload Paper/Extended Abstract and select your file to upload.
15. You will get a confirmation screen and a copy of the confirmation will be emailed to you. If you do not receive the email within 5-10 minutes, please check your junk/spam folder. Keep a copy of the email for your records.
16. After making a submission, you will see it listed on your Submission Menu. You may edit your submissions until the submission deadline. If a submission is marked as INCOMPLETE, you have missed a step. Please be sure to complete your submission before the deadline. Incomplete submissions will not be considered.