PACIS 2024 Author Guide – Tips and Tricks

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Registering and Logging in for PCS 2.0

1. Go to the PACIS 2024 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 and ICIS), you will need to create an account.
   a. Create Account

Sign in below to submit a contribution, to sign up as a reviewer, or to review assigned submissions.

Username or Email
Password
Sign in

Create an account
Reset my password

Questions? Email: pacis2024review@gmail.com
b. Enter your suggested Login Information:

```
First name: Test
Last name: User
Email address: TestUser@TestUser.com
```

[Register]

c. Obtain your Login Information by checking your inbox and confirming the email address:

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

```
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.)
```
d. After confirming, you will be asked to specify a username and password.
e. Specify personal information (user and contact information):

f. Agree to terms of use and privacy information:
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.
Submitting a Paper

1. Once logged in, select the “Submissions” tab. Then choose “AIS” under Society. For all submissions, select “PACIS 2024” as the Conference/Journal and "PACIS 2024 Submissions" as the Track.

   **Note:** “Track” in PCS designates a paper as a completed research paper, short paper, OR PDW/panel proposal submission. After you have created your new submission, you will be able to select one of the specific research tracks for your paper.

   Hit Go

2. This will create a new submission.

3. Edit your submission to complete it.

   Once you click “Edit submission”, the first thing you will need to do is **choose your track**:

   **PACIS 2024 Submissions - submission 1000**

   **PACIS 2024 Submission**

   Fill in the form to make your submission. When done, press the 'Record Changes' button at the bottom of the page.

   For the types of submissions and requirements, please see the instructions at: [Types of Submissions and Instructions](#).

   For a guide to how to submit a paper, please see the authors guide at: [Author Guide](#).

   Please ensure your document has been produced using the [PACIS2024 Paper Submission Template](#).

   Please check your paper using the checklist below before submitting it to PACIS 2024: [Submission Formatting Checklist](#).

   **Track**

   - 01. AI in Business and Society
   - 02. Blockchain, DLT, and FinTech
   - 03. Business Analytics and Data Science
   - 04. Design Science Research in IS
   - 05. Digital Innovation and New Business Models
   - 06. Digital Platforms and Ecosystems
   - 07. Digital Security, Privacy, Ethics, and Resilience
   - 08. Digital Technologies and the Future of Work
   - 09. Digital Transformation and Change Management
   - 10. E-Business on Digital and Mobile Platforms
   - 11. Health IT and IS for Healthcare
   - 12. Human-Centric IS Design, Development, and Use
   - 13. Human-Computer/Al Interaction
   - 14. IS Education, Pedagogy, and Digital Learning
   - 15. IS Governance, Strategy, and Value
   - 16. Sharing Economy and Crowdsourced Platforms
   - 17. Social Media and Digital Collaboration
   - 18. Sustainability and Societal Impacts of Digital Technologies
   - 19. User Behavior, Engagement, and Consequences
   - 20. General and Emerging IS Topics
   - 21. Panels
   - 22. Paper-a-thon

   Questions? Email: pacis2024review@gmail.com
4. 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

   **Paper Title**
   ![Input field for paper title]

   **Authors**
   ![Input fields for authors with affiliation]

   **Abstract (no more than 150 words)**
   ![Input field for abstract]
   
   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)**
   ![Input field for brief statement]
   
   The best paper is a perfect fit with this track because it is being used for the author guide.

   **Keywords**
   Please enter at least 3 keywords
   ![Input field for keywords]
   
   Author guide, Sample Paper, Keyword

5. Next, confirm that none of the authors have more than 5 submissions to PACIS 2024.

   **Please Confirm the Following**
   - None of the authors on this paper have more than 5 submissions to PACIS 2024.
6. 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 is under review. (Submissions to PACIS 2024 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.

7. Next indicate the **first author's information and whether the author is a practitioner**.
Are you the first author?

- Yes
- No

What is the current academic status of the first author?

- PhD Student (not yet candidacy)
- PhD Candidate
- Graduated with a PhD

If the first author has already graduated with a PhD, please indicate his/her year of graduation.

[ ]

Please provide us with the link to the first author's personal website

[ ]

One or more of the authors are practitioners?

Check box if applicable

- One or more of the authors are practitioners

8. Next, check the checkbox of the “Author agreement” to agree to the policies of PACIS 2024 as stated in the submission form:
9. 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,” or “Panel.”. Then click “Record Changes” as shown.
10. You should receive a confirmation mail and the status of the paper should change to “complete”