

# PACIS 2023 Author Guide – Tips and Tricks

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## Registering and Logging in for PCS 2.0

1. Go to the PACIS 2023 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



Precision Conference Solutions

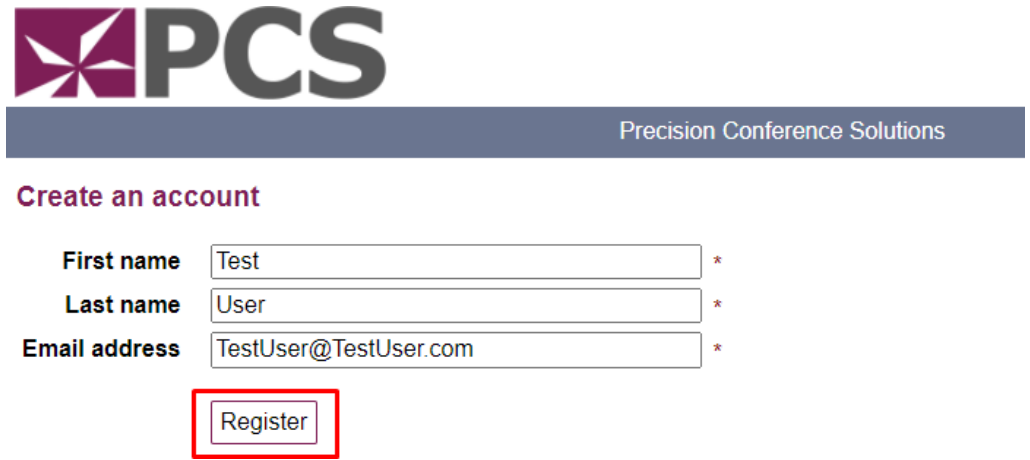
Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email   
Password

[Create an account](#)

[Reset my password](#)

b. Enter your suggested Login Information:



**PCS**  
Precision Conference Solutions

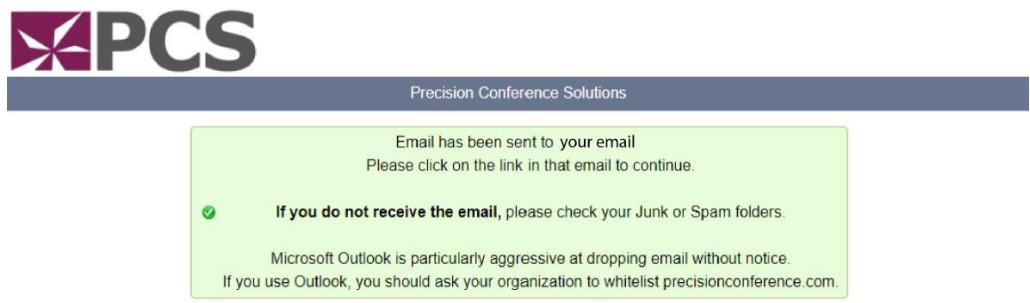
**Create an account**

**First name**  \*

**Last name**  \*

**Email address**  \*

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



**PCS**  
Precision Conference Solutions

Email has been sent to your email  
Please click on the link in that email to continue.


✔ **If you do not receive the email**, please check your Junk or Spam folders.

Microsoft Outlook is particularly aggressive at dropping email without notice.  
If you use Outlook, you should ask your organization to whitelist precisionconference.com.

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

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

PCS account registration: Please confirm your email Inbox x

 **users@precisionconference.com**  
to me ▾

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.



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

Please choose a username and password:


**Username**  \*

**Password**  \*

**Retype Password**  \*

Next, you'll be asked to provide your contact information.

e. Specify personal information (user and contact information):

Submissions Reviews Account

✔ Your username and password have been saved.

### Contact Information

Title	<input type="text"/>
Given name	<input type="text" value="Test"/> *
Initial or middle name	<input type="text"/>
Family name	<input type="text" value="User"/> *
Suffix	<input type="text"/>

Email	<input type="text" value="TestUser@TestUser.com"/> *
Recovery email 1	<input type="text"/>

[add one](#) | [remove last](#)

ORCID	<input type="text"/>
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(Open Researcher and Contributor Identifier) format: 0000-0000-0000-0000

Phone number	<input type="text"/>
Web page	<input type="text"/>

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.

<b>Affiliation 1</b>	Dept/School/Lab	<input type="text"/>
	Institution	<input type="text" value="Test University"/> *
	Email at Institution	<input type="text"/>
	City	<input type="text" value="Testburgh"/> *
	State/Province	<input type="text"/> <small>required for USA/Canada</small>
	Country	<input type="text" value="Testland"/> *

[add one](#) | [remove last](#)

Record Changes

f. Agree to terms of use and privacy information:



✔ Your contact information has been saved.

⚠ 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.



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

Username or Email   
Password

[Create an account](#)

[Reset my password](#)



## Submitting a Paper

1. Once logged in, select the “**Submissions**” tab. Then choose “**AI**” under Society. For all submissions, select “**PACIS 2023**” as the Conference/Journal and “**PACIS 2023 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.

2. Hit Go

### Submissions

Make a new submission to

Society	Conference/Journal	Track	
<input type="text" value="AIS"/>	<input type="text" value="PACIS 2023"/>	<input type="text" value="PACIS 2023 Submissions"/>	<input type="button" value="Go"/>

3. This will create a new submission.
4. Edit your submission to complete it.

Mar 01, 2023	incomplete	[NO TITLE PROVIDED]	<a href="#">See submission and reviews</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>	nothing submitted	1002 PACIS 2023 Submissions
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5. Once you click “Edit submission”, the first thing you will need to do is **choose your track**:

### PACIS 2023 Submissions - submission 1001

#### PACIS 2023 Submission

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

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 [PACIS2023 Paper Submission Template](#)**.

#### Track

- 01. Artificial Intelligence and Business Analytics
- 02. Blockchain, DLT and Fintech
- 03. Sharing Economy, Platforms, and Crowds
- 04. Digital Security, Privacy, Ethics and Resilience
- 05. Design Science in IS Research
- 06. Digital Innovation, Entrepreneurship, and New Business Models
- 07. Digital Platforms and Ecosystems
- 08. E-Business on Digital and Mobile Platforms
- 09. Economics of Information Systems
- 10. Governance, Strategy, and IS Value
- 11. HCI and Robotics Interface Design
- 12. Human-Centric IS Design, Development, and Use
- 13. Health IT and IS for Healthcare
- 14. IS Education, Pedagogy, and Digital Learning
- 15. Managing Projects and Programs of Digital Transformation
- 16. Mobile, IoT, and Ubiquitous Computing
- 17. Philosophy and Research Methods
- 18. Service Science and IS
- 19. Sustainability and Societal Impacts of ICTs
- 20. Emerging Information Systems (IS) Topics



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

Paper Title

Test Submission for Author Guide

Authors

Name

[add one](#) | [remove last](#)

Affiliation

Secondary Affiliation

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)

The test 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



7. Next, confirm that none of the authors have more than 5 submissions to PACIS 2023.

**Please Confirm the Following**

- None of the authors on this paper have more than 5 submissions to PACIS 2023.

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 is under review. (Submissions to PACIS 2023 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 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

10. Next, check the checkbox of the “Author agreement” to agree to the policies of PACIS 2023 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 2023 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 2023. Authors should be prepared to present their papers or participate in panels at any time during the conference (July 8-12, 2023). Failure to comply with this requirement will result in the removal of papers or panelists from the PACIS 2023 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 2023, 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 2023 Proceedings in the format of AIS' choosing (CDs, e-Library and printed proceedings) under an established ISBN number for PACIS 2023.

**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:

- Click on **Tools>>Options**, and then click on the **Security tab**. Under **Privacy Options**, select **“Remove personal information from file properties on save”** OR
- 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.

**Document**

Please note, only pdf file types will be accepted. **Please ensure your file is anonymized.** To do this in MS-Word (prior to converting your file to pdf), (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.

**Note**

**New file**

Completed Research Paper

Choose File

Test Paper f...or Guide.pdf

Record Changes



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

✔ The submission has been recorded.

### Submissions

Make a new submission to Society: AIS Conference/Journal: PACIS 2023 Track: PACIS 2023 Submissions

### Existing Submissions

Search:

Submission Deadline	Status	Title	Actions	Note	ID	Category
Mar 01, 2023	complete	test1	<a href="#">See submission and reviews</a> <a href="#">Edit submission</a> <a href="#">Delete submission</a>		1001	PACIS 2023 Submissions