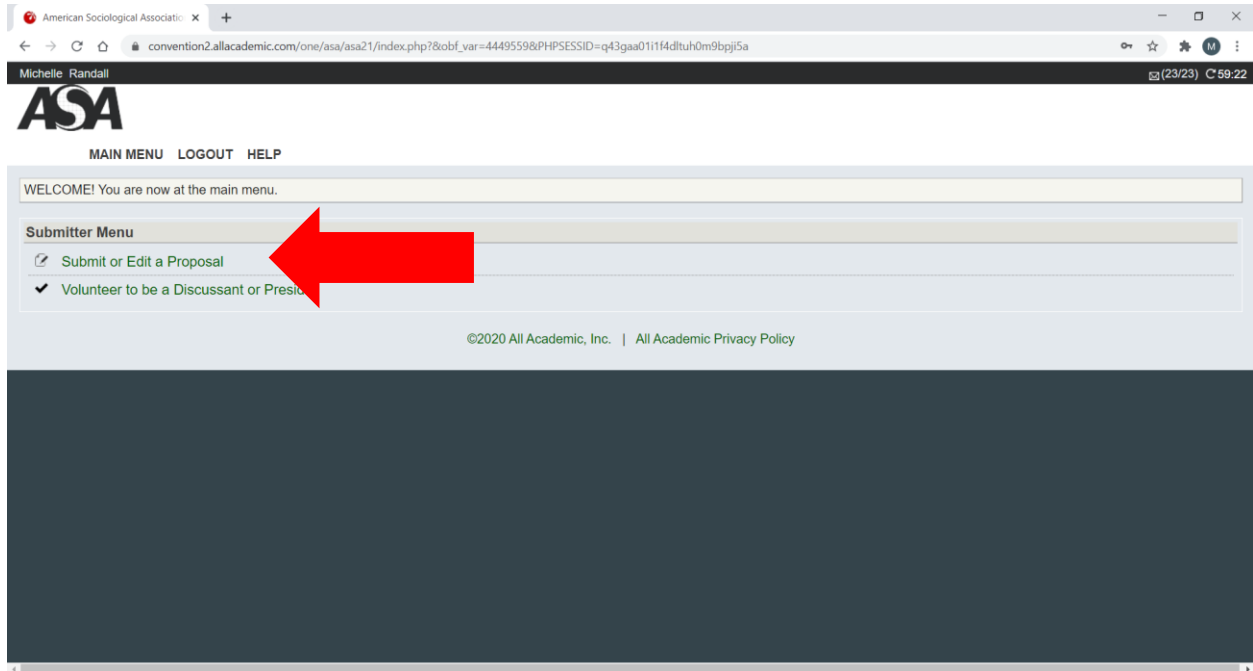


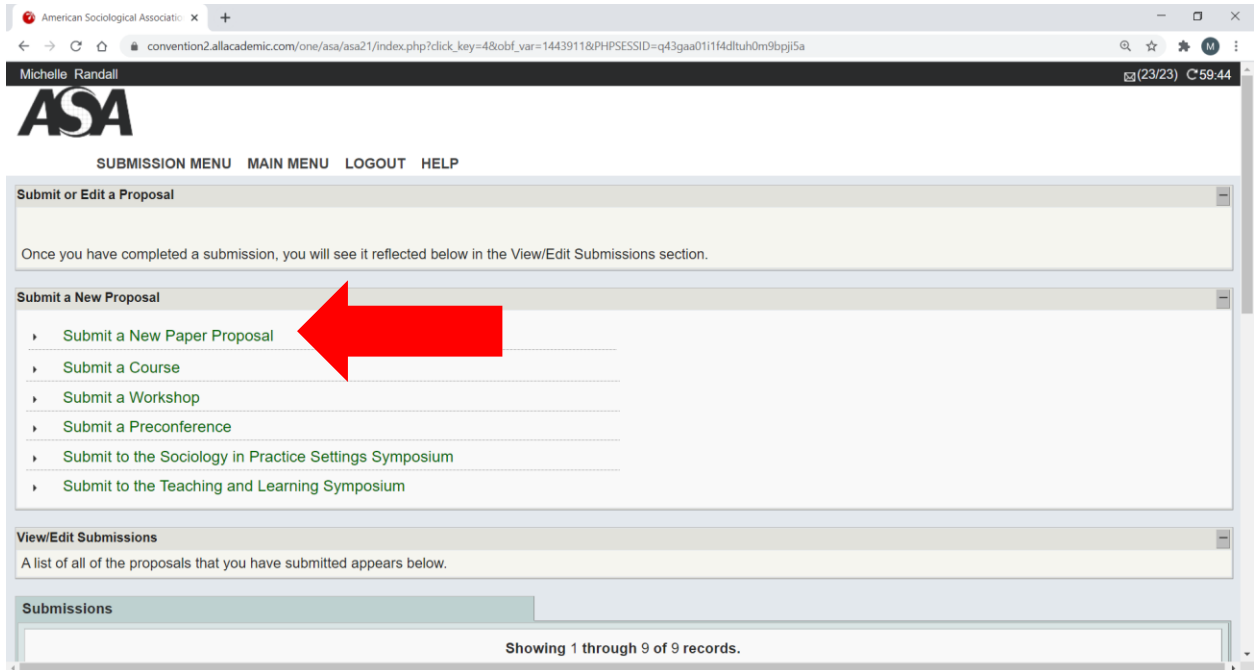
# How to Submit a Paper/Extended Abstract

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

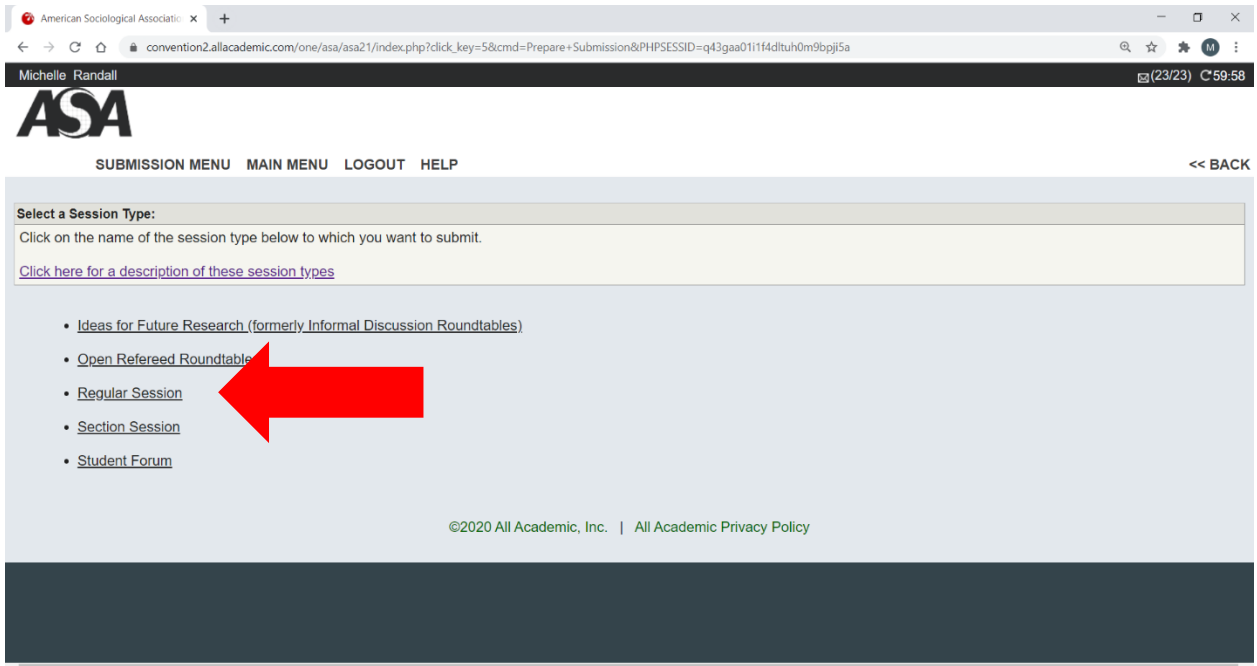
1. Go to the online portal.
2. Sign in using your ASA username and password.
3. You will see your Submitter Menu below. Click *Submit or Edit a Proposal* to continue.



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.

The screenshot shows a web browser window with the URL `convention2.allacademic.com/one/asa/asa21/index.php?click_key=6&cmd=Search+Units&unitype_unit_type_id=2087&PHPSESSID=q43gaa011f4dltuh0m9bpji5a`. The user is logged in as Michelle Randall. The page features the ASA logo and navigation links: SUBMISSION MENU, MAIN MENU, LOGOUT, HELP, and a << BACK button. Below the navigation is a 'Unit Type' dropdown menu currently set to 'Session Queue'. A 'Select a Session:' section contains the instruction: 'Select the appropriate category from the list below. Click on the name of the session to continue.' A table lists 16 session categories, each with a 'Read Call' link to its right.

<a href="#">Activists and Activism</a>	<a href="#">Read Call</a>
<a href="#">Affirmative Action and Anti-Discrimination Policy</a>	<a href="#">Read Call</a>
<a href="#">Aging</a>	<a href="#">Read Call</a>
<a href="#">AIDS, Social Dimensions of</a>	<a href="#">Read Call</a>
<a href="#">Arabs and Arab Americans</a>	<a href="#">Read Call</a>
<a href="#">Asians and Asian Americans</a>	<a href="#">Read Call</a>
<a href="#">Blacks and African Americans</a>	<a href="#">Read Call</a>
<a href="#">Body, Sociology of the</a>	<a href="#">Read Call</a>
<a href="#">Children/Youth/Adolescents</a>	<a href="#">Read Call</a>
<a href="#">Citizenship</a>	<a href="#">Read Call</a>
<a href="#">Collective Behavior</a>	<a href="#">Read Call</a>
<a href="#">Collective Memory</a>	<a href="#">Read Call</a>
<a href="#">Community</a>	<a href="#">Read Call</a>
<a href="#">Comparative Historical Sociology</a>	<a href="#">Read Call</a>
<a href="#">Comparative Sociology</a>	<a href="#">Read Call</a>

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.

A screenshot of a web browser showing the submission form for a proposal. The browser's address bar shows the URL: `convention2.allacademic.com/one/asa/asa21/index.php?click_key=7&cmd=Search+Units&unit_id=360508&selected_unit_id=360508&view=both&multi_search_publication_fulltext_mode=nor...`. The page title is "American Sociological Association". The user is logged in as "Michelle Randall". The page has a navigation menu with "SUBMISSION MENU", "MAIN MENU", "LOGOUT", and "HELP". Below the navigation menu, there are tabs for "Session Queue", "Sub Unit", "Individual Submission Type", and "Individual Submission". The main content area is titled "Enter information about your proposal." and includes a note: "Required fields are marked with an asterisk \*".

**\*Title**  
Type the title as it should appear in the program (limit to fifteen words). Your title should NOT be all capitals or all lower-case.

**\*Abstract**  
Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program. This will appear in the online program.

**Alternate Session Choices**  
Please select your second and third choice session for submission review in the drop-down menu below. Your submission will be forwarded to the second and/or third choice if not accepted by your first choice.

Second Choice:   
Third Choice:

**Special Requests**  
Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the convention. ASA will attempt, but does not guarantee, to fill all of these requests.  
**DO NOT MAKE AUDIO-VISUAL REQUESTS HERE. YOU WILL HAVE AN OPPORTUNITY TO MAKE AV REQUESTS ON A LATER PAGE.**

Accept and Continue

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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.

The screenshot shows a web browser window with the URL `convention2.allacademic.com/one/asa/asa21/index.php?click_key=8&PHPSESSID=q43gaa01114dltuh0m9bjj5a#selected_tag`. The page title is "American Sociological Association" and the user is logged in as "Michelle Randall". The page header includes "ASA" and navigation links: "SUBMISSION MENU", "MAIN MENU", "LOGOUT", and "HELP". Below the header, there are tabs for "Session Queue", "Sub Unit", "Individual Submission Type", "Individual Submission", and "Select Author". The main content area is titled "Select Author(s) For: MR Test Paper 1". It contains instructions for adding authors and a table of selected authors. The table has columns for "#", "Person", "Email Address", "Affiliation", "Role", and "Action". One author, Michelle Randall, is listed with the role "Non-Presenter" and a "Remove" action. Below the table, there are two sections: "Add/Search for Author by Last Name" and "Continue". The "Add/Search for Author by Last Name" section has a text input field for "Last Name" and a "Search for Author" button. A red arrow points to the "Last Name" input field. The "Continue" section has a "Click the 'Accept and Continue' button to proceed after you have selected your submission's Authors." instruction and an "Accept and Continue" button. The footer contains the copyright notice "©2020 All Academic, Inc. | All Academic Privacy Policy".

Selected Authors for this proposal are listed in the table below.

- To add each Author, use the search box below the words "Search for Additional Authors by Last Name."
- The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which Authors are presenting, and which Authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
- Change the Author order by clicking "Up" or "Down" in the "Display Order" field. **The Authors should be listed in the order they will appear in the final program.**
- To remove one Author, click "Remove" in the "Action" column.
- Once you have completed the process of adding Authors click "Accept and Continue."

#	Person	Email Address	Affiliation	Role	Action
1	Michelle Randall	mrdhrw01@yahoo.com	University of Michigan	Non-Presenter	Remove

**Add/Search for Author by Last Name**

To see if a co-Author is already in the conference database, enter their **last name** below. Matches will appear in the table below. You may then add the individual from that table. If they do not appear, you will see an option to enter a new co-Author into the database.

Last Name

**Continue**

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

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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.

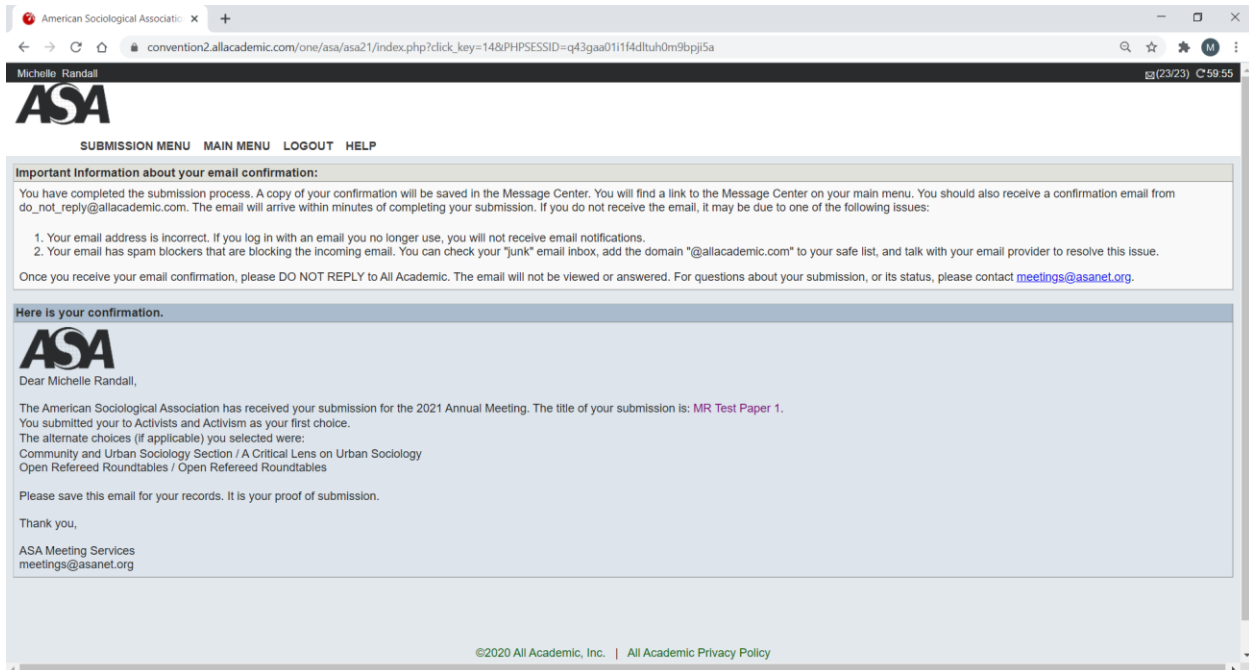
The screenshot shows a web browser window with the URL `convention2.allacademic.com/one/asa/asa21/index.php?click_key=12&PHPSESSID=q43gaa01i1f4dltuh0m9bpj5a`. The page title is "Review your submission information." and it contains the following fields and links:

- Title:** MR Test Paper 1 (Link: Edit Title)
- Abstract:** This is a test. (Link: Edit Abstract)
- Second Session Choice:** Second Choice Section/Community and Urban Sociology Section/A Critical Lens on Urban Sociology; Third Choice Open Refereed Roundtables
- Special Requests:** No Data Entered (Link: Edit Special Requests)
- Author (Presenter):** Michelle Randall, mrdrh01@yahoo.com; University of Michigan (Link: Edit Author)
- Audio Visual Equipment Request:** Quantity: 1, Selection: No I do not require Audio Visual Equipment (Link: Edit Audio Visual)
- Supporting Documents:** Supporting Documents (Link: Delete)
- Paper:** You have not uploaded your Paper. Click here to upload now. (Link: Upload Paper)

At the bottom right, there are links for "Resend Confirmation" and "Accept and Continue". Two red arrows point to the "Upload Supporting Documents" and "Upload Paper" links.

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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.



American Sociological Association x +

convention2.allacademic.com/one/asa/asa21/index.php?click\_key=148&PHPSESSID=q43gaa011f4dltuh0m9bpjj5a

Michelle Randall (23/23) 59:55

**ASA**

SUBMISSION MENU MAIN MENU LOGOUT HELP

**Important Information about your email confirmation:**

You have completed the submission process. A copy of your confirmation will be saved in the Message Center. You will find a link to the Message Center on your main menu. You should also receive a confirmation email from do\_not\_reply@allacademic.com. The email will arrive within minutes of completing your submission. If you do not receive the email, it may be due to one of the following issues:

1. Your email address is incorrect. If you log in with an email you no longer use, you will not receive email notifications.
2. Your email has spam blockers that are blocking the incoming email. You can check your "junk" email inbox, add the domain "@allacademic.com" to your safe list, and talk with your email provider to resolve this issue.

Once you receive your email confirmation, please DO NOT REPLY to All Academic. The email will not be viewed or answered. For questions about your submission, or its status, please contact [meetings@asanet.org](mailto:meetings@asanet.org).

**Here is your confirmation.**

**ASA**

Dear Michelle Randall,

The American Sociological Association has received your submission for the 2021 Annual Meeting. The title of your submission is: **MR Test Paper 1**.  
You submitted your to Activists and Activism as your first choice.  
The alternate choices (if applicable) you selected were:  
Community and Urban Sociology Section / A Critical Lens on Urban Sociology  
Open Refereed Roundtables / Open Refereed Roundtables

Please save this email for your records. It is your proof of submission.

Thank you,

ASA Meeting Services  
[meetings@asanet.org](mailto:meetings@asanet.org)

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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.

Submit or Edit a Proposal

Once you have completed a submission, you will see it reflected below in the View/Edit Submissions section.

Submit a New Proposal

- Submit a New Paper Proposal
- Submit a Course
- Submit a Workshop
- Submit a Preconference
- Submit to the Sociology in Practice Settings Symposium
- Submit to the Teaching and Learning Symposium

View/Edit Submissions

A list of all of the proposals that you have submitted appears below.

Submissions

Showing 1 through 5 of 5 records.

##	Summary	Status	Action
1	<b>MR Paper Test - Incomplete</b> , Michelle Randall Session Queue: Activists and Activism Individual Submission type: Paper	Received	edit delete
2	<b>MR Workshop Test - INCOMPLETE</b> Session Queue: Workshops Session: Policy and Research Workshop Session Submission type: Workshop	Received	edit delete INCOMPLETE
3	<b>MR Course Test - INCOMPLETE</b> Session Queue: Course	Received	delete