

2022 AMCIS Author Guide – Tips and Tricks

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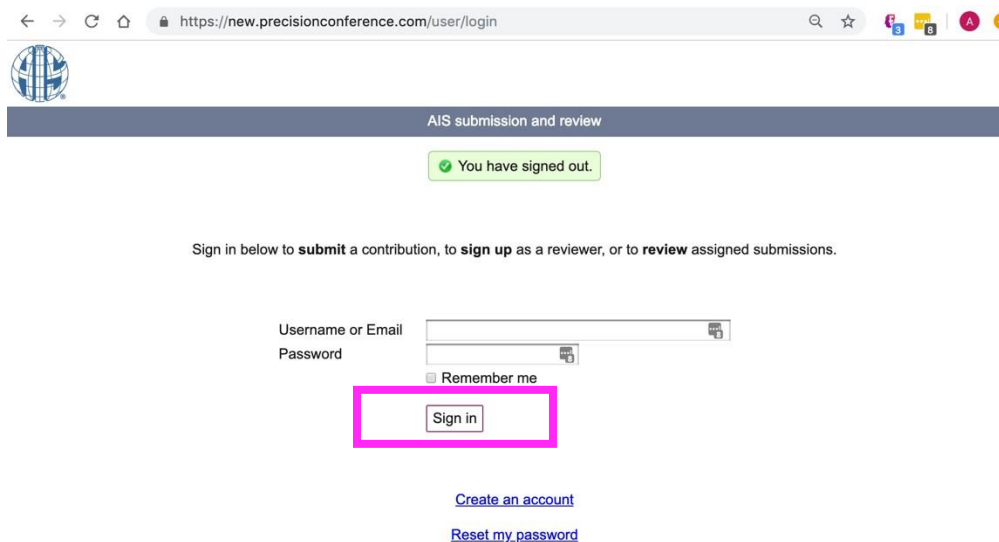
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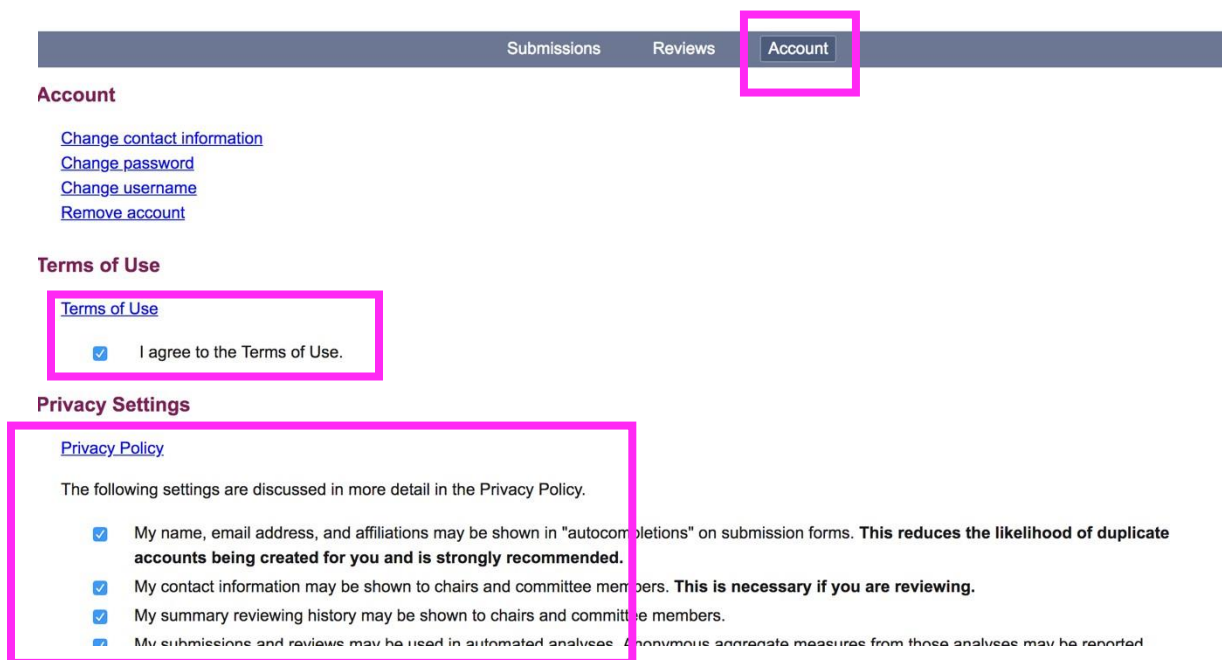
Creating a Submission

Logging In

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>
2. Enter your **“Username”** and **“Password”** and **“Sign in”**
 - a. If this is your first-time logging in, refer to the login email that you received from PCS.
 - b. If you do not know your password or have forgotten it, click on the Forget your password? **“Reset my password”** link.



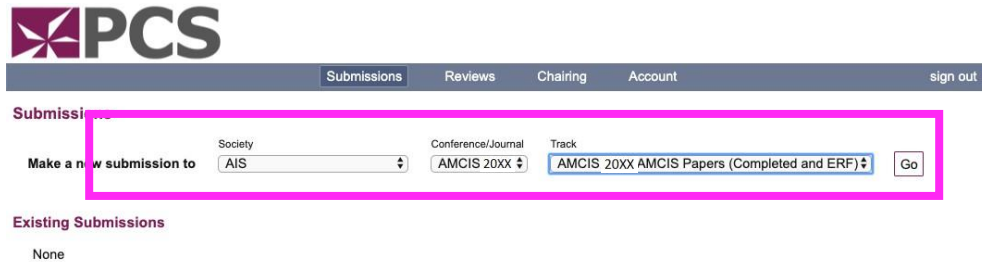
3. On the **Account tab**, make sure that you agree to the **Terms of Use**.



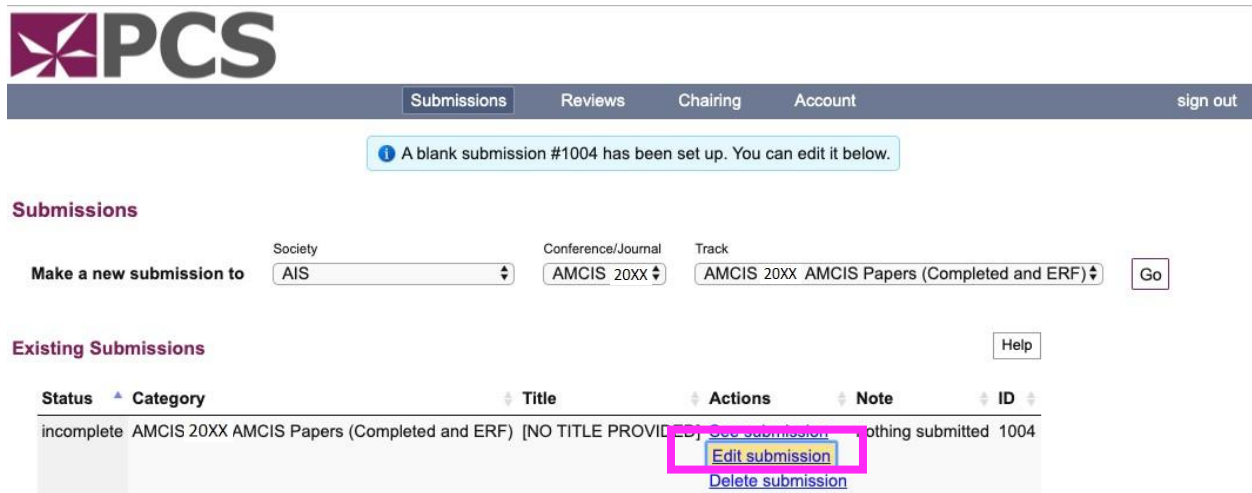
Submitting a Paper

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>

- To submit a completed or ERF paper, select **Submissions** on the top menu bar. Make sure that the **Society** dropdown says **AIS**, the **Conference/Journal** dropdown says **AMCIS 2021**, and the **Track** says **AMCIS 2021 Papers (Completed and ERF)**. Select **Go** to create your new submission.



- You should now see a new, incomplete submission which you can **Edit**.



- To complete your submission, choose the **Track** you are submitting to, enter your **title**, **author information including affiliation** and **contact information**, and your 150 word **Abstract** (this is the description that will appear on in the AIS eLibrary if it is accepted). Finally, choose to **Record Changes**.



Submissions Reviews Chairing Account sign out

AMCIS 20XX AMCIS Papers (Completed ... - submission 1004

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

Track

Choose this Track first, then the Minitrack below.

Minitrack

Choose the Track above first, then this Minitrack.

Title

Submission Type

Completed Research
 Emergent Research Forum

Authors

Name

Affiliation

Secondary Affiliation

Abstract

Document (blinded PDFs only)

Note

New file

 No file chosen

Plagiarism

By choosing to submit this work, you are acknowledging you understand to prevent research misconduct and help ensure research integrity, all accepted papers will be evaluated by iThenticate for risks of plagiarism. Papers that violate the AIS Code of Research Conduct will be removed from the program. For more information, please visit the conference website.

[Return to list of submissions without changes](#)

5. At this point, your submission is complete.

The screenshot shows the PCS Submissions interface. At the top, there are navigation tabs for Submissions, Reviews, Chairing, and Account, along with a sign out link. Below the navigation, there is a section for 'Submissions' with a form to 'Make a new submission to' including dropdown menus for Society (AIS), Conference/Journal, and Track, and a Go button. Underneath is the 'Existing Submissions' section with a Help button and a table. The table has columns for Status, Category, Title, Actions, Note, and ID. One row is highlighted with a pink box, showing a submission with status 'complete', category 'AMCIS 20XX AMCIS Papers (Completed and ERF)', title 'Test Paper', and ID '1004'.

Revising a Paper

Reviewer Response and Camera-Ready Submission

1. If you have been asked to revise your minitrack submission, follow the following instruction.
2. Visit <https://new.precisionconference.com/ais>
3. Select **Edit final version**.

This screenshot shows the PCS Submissions interface with a submission in 'revise' status. The table under 'Existing Submissions' has columns for Status, Category, Title, Actions, Note, and ID. The 'revise' row is highlighted, and the 'Edit final version' link in the Actions column is circled in pink. Other links in the Actions column include 'See original submission, comments, and reviews' and 'Send email to anonymous coordinator'.

4. Complete any required revisions, upload your response to reviewers, and select **Record Changes**.
5. To verify your final changes, you can select **See Final Version**.



✔ The final version has been recorded.

Submissions

Make a new submission to Society: AIS Conference/Journal: Track: Go

Existing Submissions

Help

Status	Category	Title	Actions	Note	ID
revise	AMCIS 20XX AMCIS Papers (Completed and ERF)	Test Paper	See original submission, comments, and reviews See final version Edit final version Send email to anonymous coordinator		1004