

ICIS 2002: Submitting an article

As a registered user in the Temple Peer Review Manager (TPRM) system you are automatically able to submit papers for review. The present document provides step-by-step directions to complete the paper submission process:

1. Connect to the web site: <http://tprm.temple.edu/icis2002>
2. Log-on to the system using the **User ID** and **Password** assigned to you when you registered (you should have an email record with this information).
3. Click the **Login** button
4. If you have misplaced your password simply type your email address in the **Registered Email** field, then press the **Send me password** button. You should immediately receive copy of your log-on information

Temple Peer Review Manager

ICIS 2002

Temple Peer Review Manager v3.2

Important System Message: The ICIS 2002 Review system is under construction. This site is being used for testing only.

Please enter your User ID and Password.

User ID:

Password:

Login

If you are not a registered user, please take a few moments to create an account.

Register

Forgot your password? Type your registered email address to receive your account information.

Registered Email: Send me password

The review system will be unavailable each day from 5am – 6am (Eastern United States Time Zone)

System Requirements

1. English language, version 4.x or above web browser such as Netscape 4.x or Internet Explorer 4.x.
2. The browser should accept "cookies" (the default setting on most browsers)
3. 28.8 KBPS or better Internet connection.

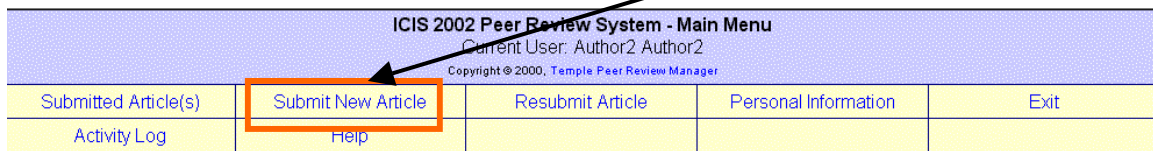
5. As a user you will see the following menu of commands (The user logged on in this example is First Name: Author2; Last Name: Author2; you should see your own first and last name when you log on):

ICIS 2002 Peer Review System - Main Menu				
Current User: Author2 Author2				
Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Help			

Author2 Author2 has not submitted an article for review.

* If an article is not being processed you can delete the paper and resubmit a new one
To edit an article that is being processed you need to contact the manager

6. As described by the instructions on the web page, click **Submit New Article**:



ICIS 2002 Peer Review System - Main Menu				
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Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Help			

Author2 Author2 has not submitted an article for review.

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7. The following screen allows you to upload your work. Complete all required fields and upload the document. There are **format** and **size restrictions**. The system will accept the following formats: doc, rtf, pdf, zip, and will reject files exceeding 500000 bites. **Note:** documents will be assigned to the Senior Editor in charge of the track you select. Please, make sure to indicate the appropriate track in the **Select Track** box, failing to select the appropriate track may delay processing of your paper, or reviewers who do not share your background and interests may review it.

It is essential as well that you enter the names and affiliations of **all co-authors** (type 'none' if you are submitting a single authored piece). Only authors explicitly identified with complete name and affiliation will be listed in the conference proceedings. We will not be able to add or change authors later.

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Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Help			

Submit Article

Submission Type: **New**

Title: *
 Please do not use the single quote character ' in your title as it will cause system problems

Select the Track: *
 Architecture, Systems, & Infrastructure
 Business Models, Markets, and Economy
 Innovation, Strategy, and Change
 Meta Frameworks and Theory
 Organization, Culture, Decision-Making & Knowledge
 Panels and Symposia
 Society, Policy, & Regulation
 Please select only ONE track

File Name: *
 The max file size allowed for upload is 500000. Please adhere to this limit.

The following file types can be uploaded: [Required File Types](#)

Select Type of Submission: *
 Completed Research
 Research in Progress
 Panels

Co-Author(s) *
 Please list name(s) of co-author(s) as well as affiliations separated by commas. The submitting author serves as the main point of contact between the system and any co-author(s). If you do not have a co-author type None.
 NOTE: Only authors explicitly identified upon submission with their complete name and affiliation will be included in the proceeding.

* Required Field(s)



- Upon completing the form click the **Submit Article** button. **Note:** the form is automatically validated. Failure to complete all fields (the co-authors field, selecting tracks and types of submission) or the attempt to upload unacceptable files (size and format) will result in a rejection of the submission. In this case, simply re-fill the form paying close attention to the requirements of each field.


Upon completion of your submission you will see a list of all articles you submitted and their status. Make sure your submission has been recorded as intended. You will also receive an automatic email message acknowledging successful submission of your paper.

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Current User: Author2 Author2				
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Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Help			

Articles Submitted by Author2 Author2						
Action	ID	Title	Track	Type	Status	Edit Article
Download Article	15	title of the paper	Business Models, Markets, and Economy	Research in Progress	Waiting for Senior Editor to be Assigned	Delete article

* If an article is not being processed you can delete the paper and resubmit a new one
To edit an article that is being processed you need to contact the manager

9. From this moment on you can check the status of your submission at any time by clicking the **Submitted Articles** on the menu:



ICIS 2002 Peer Review System - Main Menu				
Current User: Author2 Author2				
Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Help			

Author2 Author2 has not submitted an article for review.

* If an article is not being processed you can delete the paper and resubmit a new one
To edit an article that is being processed you need to contact the manager

10. In early August you will be notified of completion of the review process. You should at that time log into the system (remember to store your password!!!) and retrieve editor decision and reviewers' comments.