

USING THE SLRF 2008 ONLINE SUBMISSION SYSTEM: STEP-BY-STEP INSTRUCTIONS

IMPORTANT PREPARATIONS BEFORE SUBMITTING YOUR PROPOSAL ONLINE

Please **be sure you have read the Submission Guidelines** in the Call for Proposal section of the SLRF 08 website **and have prepared your abstract (MS Word or RTF file) as specified.**

CONNECTING TO THE ONLINE PROPOSAL SUBMISSION SYSTEM

Once your abstract file is ready to go, click on the “Online Proposal Submission” link in the Call for Proposals section of the SLRF 08 website. This will take directly to our Open Conference Systems website.

SIGNING UP FOR AN ACCOUNT (see next page for illustration)

Before you can submit a proposal, you must first **register for an author account:**

1. Under “Online Submissions,” click on the “GO TO REGISTRATION” link.
2. Under “Profile,” type in the following:
 - Username (must contain only lowercase letters, numbers, and hyphens/underscores)
 - Password (at least 6 characters long)
 - First, middle (optional), and last name
 - Your initials
 - Your affiliation or institution (e.g., University of Hawaii at Manoa)
 - Email
 - Phone number
 - Fax number (optional)
 - Mailing address
 - Country

NOTE: You do NOT need to fill in a signature, a URL, or a bio statement. You can leave them blank.
3. Leave the box under “Confirmation” checked. You will then receive an email confirmation of your account, along with your username and password. (Please remember or keep this information in a safe place for later use – checking your proposal status, registration, etc.)
4. **Be sure to check (√) the box next to “Author: Able to submit items to the conference.”** This will register your account as an author account. **Don’t forget this important step!**
5. When you are done with the above steps, click on the green “Create” button.

Profile

Username*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*

The password must be at least 6 characters.

Repeat password*

First name*

Middle name

Last name*

Initials

 Joan Alice Smith = JAS

Affiliation

Signature

Email*

URL

Phone

Fax

Mailing Address

Country

Bio statement
(E.g., department
and rank)

Confirmation

 Send me a confirmation email including my username and password

Create account as

 Author: Able to submit items to the conference.

SUBMITTING YOUR PROPOSAL

After creating an account, you should be whisked to your **User Home page**. Here you can manage your account and also submit your proposal for the SLRF 08 Conference:

1. To submit a proposal, click on the “Author” link.
2. On the “Active Submissions” page, you will see a listing of all proposals submitted and their current status. Since this is likely your first time, none will be listed. To submit a proposal, click on the “STEP ONE OF THE SUBMISSION PROCESS” link and follow the instructions below. There will be 4 steps altogether.

Step 1: Starting the Submission (see next page for illustration)

1. Under “Submission Checklist,” please read each statement and check (✓) the box next to it.
2. Under “Conference Track,” please select either “Individual papers” “Posters,” or “Colloquia” depending on the type of proposal you are submitting.
3. Under “Comments for Conference Director,” please list any of the following (if applicable):
 - If you are submitting a **colloquium proposal** and have a **discussant**, please indicate so and list the person’s full name, affiliation/institution, and email address here.
 - All presentation rooms will have a PC computer (with DVD player, internet access, Powerpoint, etc.), an LCD projector, and an OHP projector in them. If you should have any **additional technical needs for your presentation**, please list them here.
4. When finished with the above, click on the green “Save and Continue” button.

Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- I have read and understood the Submission Guidelines (whether for paper, poster, or colloquia submissions).
- Proposal TITLES are not to be longer than 12 words.
- ABSTRACTS are to be no more than 300 words long.
- The abstract file should be in RTF or Microsoft Word format only.
- I have prepared a 50-word (max) SUMMARY to be published in the conference handbook.
- The name(s) of the author(s) submitting this proposal has/have been removed from the abstract, with "Author" and year used for any references cited, instead of authors' real name, paper title, etc. (This is to facilitate blind peer review).
- Any Microsoft Word documents have been saved by going to the "File" menu and selecting "Save As"; clicking "Tools" (or "Options" in a Mac); clicking "Security"; selecting "Remove personal information from file properties on save"; and clicking "Save". (This is also to facilitate blind peer review).

Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track*

Comments for Conference Director

Enter text (optional)

* Denotes required field

Step 2: Entering the Submission's Metadata (see next page for illustration)

1. Under "Authors," you should find the personal information you entered under your Profile.
2. **Paper & poster submissions: If you have co-authors or co-presenters** for your proposal, click on the **"Add author" button** and fill in their information as appropriate. (NOTE: You are considered the **primary contact** for the proposal. If you'd prefer to have a co-presenter as the primary contact, please click the appropriate radio button under that author's entry.)
3. **Colloquium submissions: Colloquium organizers**, please **add all colloquium presenters in the order of presentation (using the "Add author" button)**. The colloquium organizer should be listed as the **primary contact** person.
4. Under "Title," type in the title of your proposal (no longer than 12 words)
5. The "Abstract" section is the place for the 50-word (max) Summary. (We realize this is unfortunate wording but are unable to alter it). So, **under "Abstract," please type or paste in**

the text of your 50-word (max) Summary. You will be able to upload your full abstract file in Step 3. (NOTE: **If you are submitting a colloquium**, enter the 50-word summary for your colloquium as a whole here. The 50-word summaries for the individual papers within it are to be included in your main full abstract file).

6. Ignore the Indexing and Supporting Agencies sections.
7. Click on the green "Save and Continue" button.

Authors

For submissions with more than one author, order authors as they are to appear on citation.

First name*

Middle name

Last name*

Affiliation

Country

Email*

URL

This will appear as a hyperlinked URL at the bottom of the bio statement on the "About the author" pop-up and "Organizing team" page.

Bio statement
(E.g., department
and rank)

Title and Abstract

Title*

Abstract*

Step 3: Uploading the Submission

This is the place where you **upload your full abstract(s) (300-word maximum)**. Please make sure you have prepared your Microsoft Word or RTF file according to the Submission Guidelines on the SLRF 08 website in advance.

1. Follow the instructions at the top of the Step 3 webpage for uploading your abstract file.
2. When your file has been successfully uploaded, you should see it listed under “Submission File” (Our system will rename the file to facilitate blind review). When done, click on the green “Save and Continue” button.

Step 4: Confirming the Submission

Here you will again see evidence of the abstract file you uploaded, under “File Summary.”

If you need to go back and edit any of the previous steps, click on the appropriate link under the “Step 4: Confirming the Submission” header.

IMPORTANT: Make sure everything is correct before you click on the green “Finish Submission” button. Once you press this button, you will no longer be able to make any changes.

That’s it! Congratulations!

Mahalo nui loa (“Thank you very much” in Hawaiian) for your proposal submission!

FAQs:

Can I come back to my submission if I don’t have time to complete all the steps at this point?

Yes. Do the following:

- Click on the “Online Proposal Submission” link in the Call for Proposals section of the SLRF 08 website
- On the right side of the screen under “User,” type in your username and password.
- Under “2008 Second Language Research Forum (SLRF),” click on the “Author” link.
- You will see a list of your active submissions. Just click on the title of your submission and you can continue from where you left off, if incomplete.

Can I submit more than one abstract for consideration?

Only one abstract submission is allowed per person, but you may co-author on others. (In other words, you can only appear as the primary presenter once.)

Questions?

For any proposal submission questions, please contact the SLRF 2008 Program Chairs at slrf2008program@gmail.com