




## Detailed Instruction for Submitting an Initial Manuscript for Review by June 15

**Stop! Make sure you have prepared your manuscript according to [initial format specifications](#).**




**To Submit Your Manuscript Go to the HICSS Peer Review Web site**

<https://precisionconference.com/~hicss>

### **LOG IN**

-  If you have used this site for a previous HICSS, you may log in by using your previous email and password. If you have forgotten this password, click "Look it up here."
- OR
- If you are a first-time user (or must change an earlier email address), then you must click on "Create your own account." After you have entered your email address, the system will automatically email you your User ID and a temporary password that you may change when you log in.


### **SUBMITTING YOUR MANUSCRIPT**

1. Enter Your User ID (your email address) and Password. Type in your temporary password or the one from last year. Note: The system should automatically ask you to change your password. You will have the choice of keeping the temporary password or changing it to one of your choosing. You can change your password at any time by clicking "my account" at the top of the page.
2.  Click "Make a new submission to HICSS-43"
3. The system will require you to confirm that you wish to submit a paper.
  -  Click "Yes, Make a new submission to HICSS-43"  
You will be given an automatically-generated Submission Number.
  -  Click "Continue with submission right now"
4. On the Submission Page:
  - a) Select Track and Minitrack from the pull down lists.  
If unsure, first consult ([http://www.hicss.hawaii.edu/hicss\\_43/43tracks.htm](http://www.hicss.hawaii.edu/hicss_43/43tracks.htm))  
Note: If you are a Minitrack Chair wishing to submit to you own minitrack, please select "Papers submitted by the Minitrack Chair" within your track. Your own track chair will then handle the review process.
  - b) Enter "Title" of paper
  - c) Enter "Author information"


All author names and affiliation should be entered into the space provided. (These names are not to be on your pdf manuscript to be reviewed.) Once the review process begins, you will not be allowed to add authors without the specific authorization of your Track Chair.

d) Enter “Abstract”

Abstracts must be a maximum of 150 words. Please copy and paste your abstract into the space provided.

e)  Click “Browse” to locate your pdf file from your computer. Add additional files,

if appropriate, giving a short descriptive phrase.

e)  Click “Submit” and next you will be given the opportunity to:

a) “Check your submission”

Title and abstract of the paper, the track and minitrack to which the paper was submitted, and a link to the “Submission in PDF format”

b) “Check your submission information”

Contact name and email address, author names and affiliations, and the “track and minitrack” to which the paper was submitted

c) “Edit your submission”


After viewing the information above, if you find any errors, you may return to the Submission Page to edit. You must then repeat the submission process. You may modify submissions until June 15<sup>th</sup> by clicking on “modify the submission” on the “submissions in progress” page. No changes may be made to your manuscript submission after June 15.

d) “Email confirmation of submission to yourself”

You must select this option in order to receive an email confirmation of your submission from the system. The confirmation is normally received within the hour.

e) “Return to your HICSS-43 home page” This is the PCS log in page for HICSS 2010 <https://precisionconference.com/~hicss43>

5. On your PCS login page, you may:

 Click “submission in progress” for a list of the paper(s) you have submitted and status of the paper(s).