

How To Use the IASL Online Submission System

Create an Account

1. Go to <http://141.217.97.6/ocs/> .
2. Select ACCOUNT from the top toolbar. The Account page will come up.
3. On the Account page, click IASL 2008 BERKELEY, CA. You will be taken to the Profile page.
4. Fill in your contact information on the Profile page.
5. IMPORTANT: At the bottom of the profile page, check the AUTHOR box. If you do not check this box, you will not be given access to the submissions portion of the site.
6. If you would like to read some proposals on behalf of the program committee, check the REVIEWER box and type a few keywords about the types of school librarianship in which you feel expertise. Otherwise, leave it unchecked.
7. Click the green CREATE button at the bottom of the screen.
8. Log out.

Submit Your Proposal

1. Log in.
2. From the list of options on the main part of the screen, click AUTHOR (from the list of options on the main part of the screen). You will be taken to the ACTIVE SUBMISSIONS page.
3. At the bottom of that page, click STEP ONE OF THE SUBMISSION PROCESS.
4. Read the SUBMISSION CHECKLIST and click each box.
5. Click the COPYRIGHT NOTICE box.
6. Under CONFERENCE TRACK, select the type of proposal (Research Forum, Professional Paper, Workshop, or Poster Session) from the pull-down menu.
7. Click SAVE AND CONTINUE at the bottom of the screen. You will advance to the STEP TWO page.
8. Follow the instructions on that page.
 - a. If you plan to co-present, click “Add Author” underneath your contact information. Additional boxes will appear for the co-author’s information. Repeat as needed until all authors are included.
 - b. Under SUBMISSION TYPE, select Single Presentation for most presentations. Select PANEL PRESENTATION if you plan to use a panel format.
 - c. Under TITLE, be sure to spell the title correctly, as it will be used in all correspondence to reviewers and with you.
 - d. Under INDEXING, fill in the metadata as appropriate. Separate items in a list using a semicolon (;). Please note that some boxes refer to the Research Forum only.
 - e. Under LANGUAGE, leave it set as “en” for English, as all IASL projects are conducted in English.
 - f. At the bottom of the page, click the green SAVE AND CONTINUE box.
9. You are now on the STEP 3 page. Click on the BROWSE button and locate the abstract to be uploaded, then click the UPLOAD button. Before you upload the file, check the following:
 - a. All personal information has been removed from the abstract so as to ensure a fair review based on the merit of the work.
 - b. You have listed the sub-theme that best correlates with your abstract. You can find the five themes listed at <http://www.iasl-online.org/events/conf/2008/call-papers.htm> .
10. Then click SAVE AND CONTINUE.
11. You are now on the STEP 4 page. If you have support documents that you feel would help clarify your abstract, you may upload them on this screen. *This is optional.*
12. Click the green SAVE AND CONTINUE button.
13. You are now on the STEP 5 confirmation page. Click the green FINISH button.
14. Select LOG OUT from the menu of options in the right-hand column.
15. You will receive a confirmation email.

For assistance uploading Research Forum proposals, please contact Marcia Mardis at mmardis@wayne.edu . For assistance uploading proposals for Poster Sessions, Professional Papers, and Workshops, please contact Kristin Fontichiaro at iasl2008@gmail.com .