



How to submit an abstract for IAMCR's 2010 conference

IAMCR is using an online software package, *Open Conference System*, to manage the process for receiving and processing abstracts and papers for its 2010 conference in Braga, Portugal. In order to be considered by a Section or Working Group abstracts will have to be submitted online using the procedure indicated below.

1. Before you can submit an abstract or paper you must first **create an account** on the system. If you already have created an account, proceed to step 2.

- a. Go to: <http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal/user/account>

- b. Choose a *username* and *password* and fill in all fields marked with *.
- c. Don't forget to type the letters in the image into the Validation field.

Profile

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

Password* The password must be at least 6 characters.

Repeat password*

Validation* Please enter the letters as they appear in the image above.

- d. You must check the box "Author".

2. Once you have an account, click on "Author" under "IAMCR 2010: Communication and Citizenship" or go directly to the proposal submission page at:

<http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal/presenter/submit/1>

- a. From the drop down menu, choose the Section, Working Group or Emerging Theme to which you want to submit your abstract.
- b. Fill in optional information if desired. If the paper is by multiple authors, click on "Add Author".
- c. Select submission type: single presentation (abstract) or panel presentation. The default is single presentation.
- d. Fill in the title of your paper.
- e. Type or paste the content of your abstract into the box. If you are pasting from Word, click on the "Paste from Word" icon (), paste your text into the popup box, and click "Insert". IT IS NOT POSSIBLE TO SUBMIT AN ABSTRACT AS AN ATTACHMENT.

Confirmation

Create account as: Author: Able to submit items to the conference. Reader: Notified by email on publication of presentations.

Send me a confirmation email including my username and password

* Denotes required field

3. Click on the "Save and continue" button to complete the submission procedure.
4. You should receive a confirmation email within a few minutes.
5. To submit another abstract, return to <http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal/presenter/submit/1>
6. Once your abstract is submitted, you can edit it by logging into your account at <http://www.lasics.uminho.pt/ocs/index.php/iamcr/2010portugal/login>, clicking on "Author" under "IAMCR 2010: Communication and Citizenship" and then on the title of the abstract you want to modify. However, once the Section, Working Group or Emerging Theme has started the review you will not be able to make any further modifications.
7. It is possible to cancel an incomplete submission. This procedure can be done through the author's own account, at the 'Active Submissions' page. You may click on 'Delete' under the 'Status' column.

If you have any questions or difficulties, please contact Alberto Sá at albertosa@ics.uminho.pt or Alvaro Mailhos at amailhos@iamcr.org.