

DSI Final Full Paper Submission Instructions





STEP ONE: Download the Final Full Paper Template

1. Download the DSI Full Paper Submission Template at the following URL...
<https://decisionsciences.org/wp-content/uploads/FINAL-Full-Paper-Submission-TEMPLATE.docx>
 - a. Format your paper following the instructions and formatting in the template to prepare.
 - b. Save the file for your paper as a word document, or pdf in a known location.

STEP TWO: Upload your final Paper.

1. Once signed in click on the "Submit an Abstract, Paper, or Proposal"

Submitter Menu

-  **Submit an Abstract, Paper or Proposal**
Submit or edit proposals for this conference.
-  **Volunteer to be a Reviewer or Session Chair**
-  **Edit Personal Contact Information**
Edit your account profile First Name, Last Name, Address, User Name, etc.
-  **Message Center** •
Read messages sent from this site.

2. Click on "Edit" where you submission is listed at the bottom of the page.

Edit or Track Submitted Proposals

A list of all of the proposals that you have submitted appears below.

Submissions | Participations

Showing 1 through 1 of 1 records.

##	Summary	Status	Action
1	Demo Full Paper Submission, *Stephen Hale Ostrom; *Nagesh Murthy All Academic Code: 2071791 Individual Submission type: Full Paper	Reviews Completed - Awaiting final decision	edit delete download

3. On the submission summary page click on "Upload Proposal"

End of Phase 1 of 2: Review your submission information.

Please review your submission information and make any required changes using the "edit" options. Next, click the "Accept and Continue" button at the bottom right-hand side of this form which will save the submission information and take you to the next page where you will upload a file.

***Author approval**
I confirm that this submission and been approved by all authors.

***Author will attend**
I confirm that at least one author will register to attend and present the paper at the Conference

Title Edit Title
Demo Full Paper Submission

Abstract Edit Abstract
Demonstration full paper submission description using proper grammar and punctuation.

Author Edit Author
(Presenter) Stephen Hale Ostrom, sostrom@asu.edu; Arizona State University
(Presenter) Nagesh Murthy, nmurthy@uoregon.edu; University of Oregon

Proposal **Upload Proposal**
You have not uploaded your Proposal. Click here to upload now.

4. Click on the "Browse" to locate and find your paper document file.

Upload Document (Please read the instructions carefully).

Warning: Your submission is not complete until you upload a file. Incomplete proposals may be automatically rejected.

Click on the "Browse" button to select the file you wish to upload:

- For Full Paper Submission and Award Competition Submissions - you must upload a full paper.
- For Abstract Submissions - you must upload a document containing your abstract.

You must remove all references within the proposal you wish to upload that will identify the author(s) to assure a blind review process.

You may upload one of the following formats: **Microsoft Word (EXCEPT docx), Adobe PDF, Rich Text Format(rtf).**

After you have completed this form you may upload your paper by clicking the "Upload and Continue" button. You will receive confirmation of your completed submission by email within twenty-four hours.

All files will be converted to Adobe Acrobat format before they are reviewed. If you want to check the converted file you may return to this site in 72 hours.

No file selected.

5. Once file has been added, the current uploaded document will be replaced with your latest proceedings ready draft.
6. click on Accept and Continue to finalize your Proceedings Paper submission.