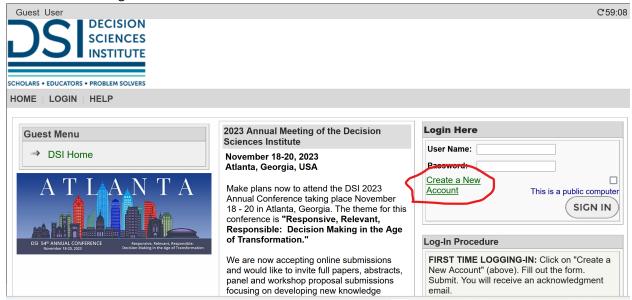
DSI Initial Full Paper Submission Instructions

STEP ONE: Download the Full Paper Template

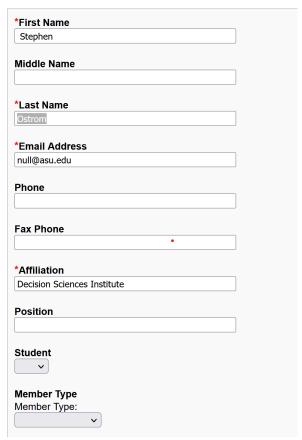
- Download the DSI Full Paper Submission Template at the following URL...
 https://decisionsciences.org/wp-content/uploads/Initial-Full-Paper-Submission-TEMPLATE.docx
 - a. Format your paper following the instructions and formatting in the template to prepare.
 - b. Save the file for your paper as a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

STEP TWO: Create Conference Login

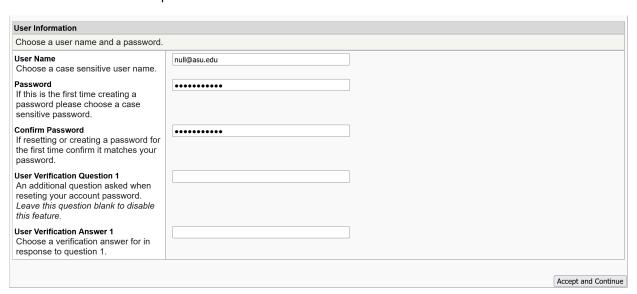
- 1. Open web browser and go to https://convention2.allacademic.com/one/dsi/dsi25
- 2. Click on "Create Login"



- 3. Fill out the following required fields
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Affiliation



- 4. Next create a username and password to log into the system
 - a. It's easiest to set your username to your email address
 - b. The username field is case sensitive
 - c. Create a memorable password.
 - d. You can optionally set and login question.
 - e. Click Accept and Continue

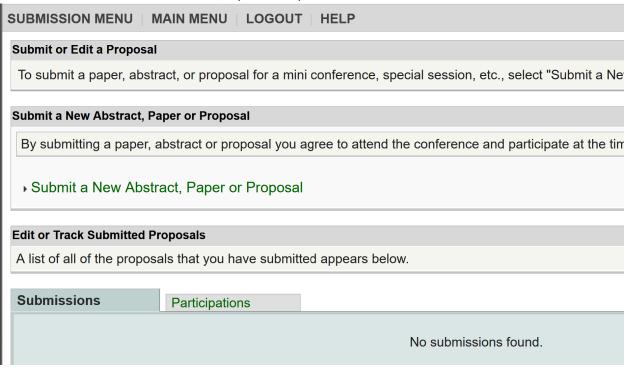


STEP TWO: Submit Your Paper

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



2. Click on "Submit a New Abstract, Paper or Proposal"



- 3. Select either Research Tracks or Teaching Tracks.
 - a. Research Tracks This pillar contains all research related tracks.
 - b. Teaching Tracks Contains the Innovative Education track.
 - c. Workshops Full paper submissions unavailable
 - d. Awards Full paper submissions unavailable
- 4. Select a track

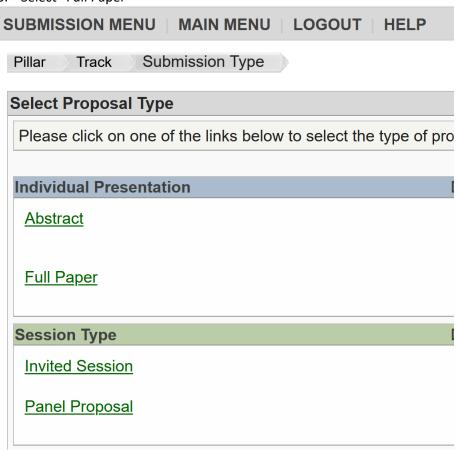
Track
Click on the name to continue.
Accounting
Business Analytics
Cyber Security and System Resiliency
Decision Sciences in Practice
Diversity Equity and Inclusion
Doctoral Research Showcase
Emerging Economies Research
Finance and Economics
Gig Economy and Social Media Research
Healthcare Management
Humanitarian Operations and Disaster Management
Information Technology/Information Systems
Innovation and New Product Development
Logistics and Transportation Management
Manufacturing Management
Marketing and Consumer Behavior
Organizational Behavior and Human Resource Management
Procurement and Sourcing
Project Management
Quality Management and Lean Operations
Service Systems and Operations
Strategic Management

Supply Chain Management

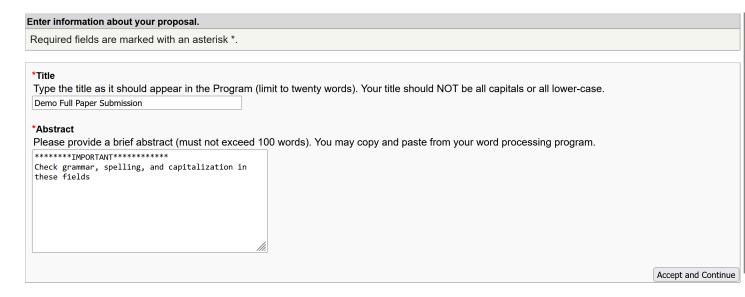
Supply Chain Risk and Resiliency

Sustainability and Corporate Social Responsibility

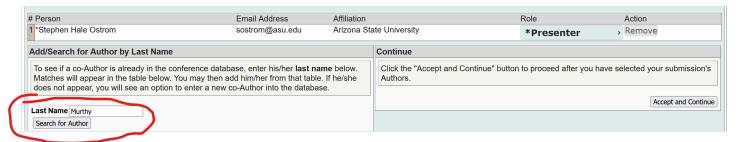
5. Select "Full Paper"



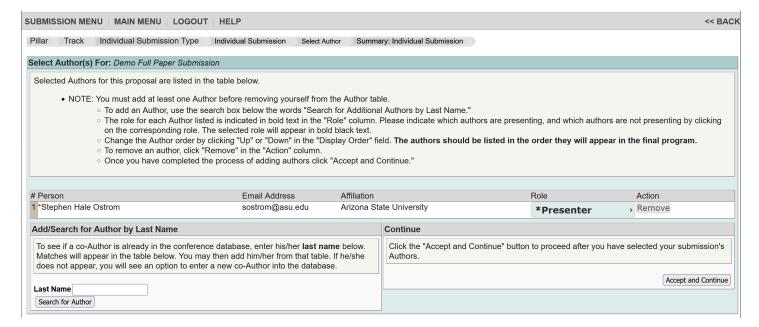
6. Fill out the Title and a 100 word abstract for your paper. Click Accept and Continue when done.



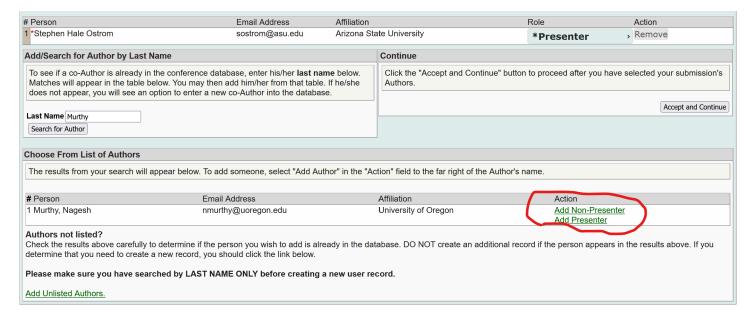
7. Modify Author information. Use the "Last Name" author search field to find or add co-authors to your paper's submission.



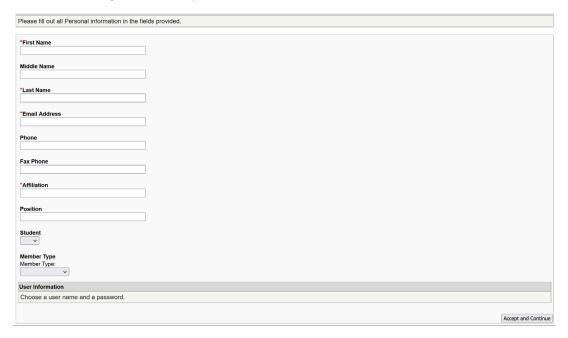
- a. Type in Last name of your first co-author in the "Last Name" field
- b. Click on "Search for Author"



c. Click on "Add Non-Presenter" or "Add Presenter to add the author to your submission using their correct participation for the submission during the conference.



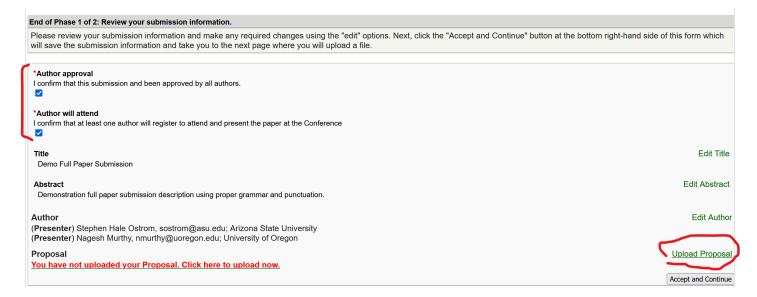
- d. Click on "Add Unlisted Authors" to add authors to your submission that do not exist in the system vet.
- e. First Name, Last Name, Email Address, and Affiliation are the required fields to add the author to your paper submission.
- f. Fill out the needed information.
- g. Click Accept and Continue.



h. When all co-authors have been added to your submission click on "Accept and Continue"



- 8. On the submission review page do the following tasks.
 - a. Check "Author Approval" and "Author will Attend" confirmation check boxes
 - b. Click on "Upload Proposal" to upload your initial full paper into your submission.



9. 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 <u>must</u> 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 ema four hours.	il within twenty-
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.	
Browse No file selected.	
	Accept and Continue

10. Once file has been added, click on Accept and Continue to finalize your submission.