

DSI Initial Full Paper Submission Instructions

STEP ONE: Download the Full Paper Template

1. 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/dsi24>
2. Click on "Create Login"

The screenshot shows the website for the DSI 2023 Annual Meeting. At the top, it says "Guest User" and "C 59:08". The DSI logo is prominent, with the text "DECISION SCIENCES INSTITUTE" and "SCHOLARS • EDUCATORS • PROBLEM SOLVERS". Below the logo are navigation links: "HOME | LOGIN | HELP".

The main content area is divided into three columns:

- Guest Menu:** Contains a link to "DSI Home".
- 2023 Annual Meeting of the Decision Sciences Institute:** Announces the meeting on November 18-20, 2023, in Atlanta, Georgia, USA. The theme is "Responsive, Relevant, Responsible: Decision Making in the Age of Transformation." It also mentions that online submissions are being accepted.
- Login Here:** Contains a login form with fields for "User Name:" and "Password:". Below the password field is a link "Create a New Account" circled in red. There is also a checkbox for "This is a public computer" and a "SIGN IN" button.

Below the login form is a "Log-In Procedure" section with the text: "FIRST TIME LOGGING-IN: Click on 'Create a New Account' (above). Fill out the form. Submit. You will receive an acknowledgment email."

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

***First Name**

Middle Name

***Last Name**

***Email Address**

Phone

Fax Phone

***Affiliation**

Position

Student

Member Type
 Member Type:

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

User Information	
Choose a user name and a password.	
User Name Choose a case sensitive user name.	<input type="text" value="null@asu.edu"/>
Password If this is the first time creating a password please choose a case sensitive password.	<input type="password" value="....."/>
Confirm Password If resetting or creating a password for the first time confirm it matches your password.	<input type="password" value="....."/>
User Verification Question 1 An additional question asked when resetting your account password. <i>Leave this question blank to disable this feature.</i>	<input type="text"/>
User Verification Answer 1 Choose a verification answer for in response to question 1.	<input type="text"/>
<input type="button" value="Accept and Continue"/>	

STEP TWO: Submit Your 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 “Submit a New Abstract, Paper or Proposal”

[SUBMISSION MENU](#) | [MAIN MENU](#) | [LOGOUT](#) | [HELP](#)

Submit or Edit a Proposal

To submit a paper, abstract, or proposal for a mini conference, special session, etc., select "Submit a New Abstract, Paper or Proposal"

Submit a New Abstract, Paper or Proposal

By submitting a paper, abstract or proposal you agree to attend the conference and participate at the time of the conference.

› [Submit a New Abstract, Paper or Proposal](#)

Edit or Track Submitted Proposals

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

Submissions | [Participations](#)

No submissions found.

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"

SUBMISSION MENU | **MAIN MENU** | **LOGOUT** | **HELP**

Pillar > Track > Submission Type

Select Proposal Type

Please click on one of the links below to select the type of pro

Individual Presentation

[Abstract](#)

[Full Paper](#)

Session Type

[Invited Session](#)

[Panel Proposal](#)

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

Enter information about your proposal.

Required fields are marked with an asterisk *.

***Title**

Type the title as it should appear in the Program (limit to twenty words). Your title should NOT be all capitals or all lower-case.

Demo Full Paper Submission

***Abstract**

Please provide a brief abstract (must not exceed 100 words). You may copy and paste from your word processing program.

*****IMPORTANT*****

Check grammar, spelling, and capitalization in these fields

Accept and Continue

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

# Person	Email Address	Affiliation	Role	Action
1	*Stephen Hale Ostrom	sostrom@asu.edu	Arizona State University	*Presenter > Remove

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

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

SUBMISSION MENU MAIN MENU LOGOUT HELP << BACK

Pillar Track Individual Submission Type Individual Submission Select Author Summary: Individual Submission

Select Author(s) For: Demo Full Paper Submission

Selected Authors for this proposal are listed in the table below.

- NOTE: You must add at least one Author before removing yourself from the Author table.
 - To add an Author, use the search box below the words "Search for Additional Authors by Last Name."
 - The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.
 - Change the Author order by clicking "Up" or "Down" in the "Display Order" field. **The authors should be listed in the order they will appear in the final program.**
 - To remove an author, click "Remove" in the "Action" column.
 - Once you have completed the process of adding authors click "Accept and Continue."

# Person	Email Address	Affiliation	Role	Action
1	*Stephen Hale Ostrom	sostrom@asu.edu	Arizona State University	*Presenter > Remove

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

- 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.

# Person	Email Address	Affiliation	Role	Action
1	*Stephen Hale Ostrom	sostrom@asu.edu	Arizona State University	*Presenter > Remove

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.

# Person	Email Address	Affiliation	Action
1	Murthy, Nagesh	nmurthy@uoregon.edu	Add Non-Presenter Add Presenter

Authors not listed?
Check the results above carefully to determine if the person you wish to add is already in the database. DO NOT create an additional record if the person appears in the results above. If you determine that you need to create a new record, you should click the link below.

Please make sure you have searched by **LAST NAME ONLY** before creating a new user record.

[Add Unlisted Authors.](#)

- d. Click on “Add Unlisted Authors” to add authors to your submission that do not exist in the system yet.
- 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.

Please fill out all Personal information in the fields provided.

***First Name**

Middle Name

***Last Name**

***Email Address**

Phone

Fax Phone

***Affiliation**

Position

Student

Member Type
 Member Type:

User Information
 Choose a user name and a password.

[Accept and Continue](#)

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

# Person	Email Address	Affiliation		Role	Action
1*	Stephen Hale Ostrom	sostrom@asu.edu	Arizona State University	Up 1 Down	*Presenter > Remove
2	Nagesh Murthy	nmurthy@uoregon.edu	University of Oregon	Up 2 Down	*Presenter > Remove

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

[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.

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
 Demo Full Paper Submission [Edit Title](#)

Abstract
 Demonstration full paper submission description using proper grammar and punctuation. [Edit Abstract](#)

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

Proposal
 You have not uploaded your Proposal. [Click here to upload now.](#) [Upload Proposal](#)

[Accept and Continue](#)

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 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.

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