

# Submission Glossary

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- ▶ **Individual Paper** – A paper is submitted directly by an author(s) for consideration as an individual paper and not as part of a pre-conceived paper session. Papers are reviewed individually. Sometimes referred to as competitive papers. Unit planners then group papers into paper sessions.
    - ▶ This webinar will review how to submit an individual paper
  - ▶ **Individual Performance** – A performance submitted directly by the performer for consideration as an individual performance and not part of a pre-conceived performance session. Performances are reviewed individually. Unit planners then group performances into performance sessions.
  - ▶ **Individual Film** – A film submitted directly by the film maker for consideration as an individual film and not part of a pre-conceived film session. Films are reviewed individually. Unit planners then group films into film session.
  - ▶ **Film Session** – A film session is submitted as a pre-conceived and complete session of film(s). The film(s) are not submitted or reviewed individually and are not submitted by the film maker(s) but rather by the person submitting the film session. The entire film session is reviewed for consideration as a whole
  - ▶ **Paper Session** – A paper session is submitted as a pre-conceived and complete session of papers. The papers are not submitted or reviewed individually and are not submitted by the author(s) but rather by the person submitting the paper session. The entire paper session is reviewed for consideration as a whole. (2) A paper session can also be created by the unit planner as a collection of individually submitted papers.
  - ▶ **Panel Discussion** – A panel discussion is submitted as a pre-conceived and complete session of presenters discussing a topic/issue. There are no papers presented at a panel discussion.
  - ▶ **Performance Session** – A performance session is submitted as a pre-conceived and complete session with a performer(s), chair(s) and respondent (optional). The performance session is reviewed for consideration as a whole.
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# Welcome to NCA Convention Central

- ▶ All Submitters are encouraged to read the “[NCA Professional Guidelines for Convention Participants](#)” before submitting.
- ▶ Once Calls for Submissions are available, they will be listed in the top menu under “View Calls”

FAQ: Do I need to be a member of NCA to submit?

Answer: No, you do not. If you do not already have a profile on NCA Convention Central, you can create one by clicking on the “click here to create an account” link.



COMMUNICATION FOR  
**survival**

NCA 105<sup>th</sup> Annual Convention  
November 14–17, 2019  
Baltimore, Maryland

Sign-In My Profile View Calls

## User Sign-in

**PLEASE READ**

If you have an NCA issued username and password, you may now use that same username and password to sign in to NCA Convention Central below, regardless of membership status. If you have never been a member of NCA, please see the link below to create a profile. If you have any questions about the sign in updates, please contact the [NCA Convention Team](#).

Username:

Password:

**SIGN IN**

[Click here to create an account](#) if you do not already have an account.

Forgot your Username and/or Password? [Click here to retrieve it.](#)

Contact the [NCA Convention Team](#) if you have any questions or need assistance.

# My Account and My Submissions

- ▶ Verify that your contact information is up-to-date and make changes as needed
- ▶ Start the submission process by going to the **My Submissions** tab
- ▶ Select the unit, affiliate or special series you are submitting to from the drop down menu
  - ▶ Click the **Create New Submission** button

**FAQ:** A co-author submitted our paper for consideration, but it is not listed under “My Submissions.” Where is it?

**Answer:** Only submissions that you specifically input into the system will be listed under “My Submissions.” Any individual paper, paper session or panel discussion where you are listed, but did not submit it yourself, will not appear under “My Submissions.”

## Welcome Kristin Yednock

[My Profile](#) | [My Submissions](#) | [My Units](#) | [Sign Off](#)

## My Profile

### Contact Information

Kristin Yednock  
National Communication Association  
kyednock@natcom.org

[EDIT MY PROFILE](#)

[BIO/PHOTO](#)

[PREVIEW](#)

[My Profile](#) | [My Submissions](#) | [My Units](#) | [Sign Off](#)

## My Submissions

Create, review and finalize submissions.

### My Submissions

No proposals have been submitted.

Select Unit:

[CREATE NEW SUBMISSION](#)

# Submitting an Individual Paper

Navigate each part of the submission process by using the tabs for each section. Tabs in red are required and once completed will turn green.

- ▶ Enter the title of your paper
- ▶ Select the submission type
  - ▶ For this example it will be an individual paper
- ▶ Indicate if this is a student authored paper
- ▶ Click the [Save](#) button

**FAQ:** Do I have to go through every section of the submission process in one sitting?

**Answer:** No, you are able to save your work and come back to it. Saved submissions will be stored in the My Submissions tab. However, once you click the finalize button and finalize your submission, you are not able to make any changes.

**NCA National Office**

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**\* Title**

Use the form below to submit the title of the submission.

Symbols:  Special Characters:

Remaining: 300

**\* Submission Type**

# Adding Author(s)

- ▶ Click the **Author(s)** tab
- ▶ If you are the first author of this paper, click **yes**
- ▶ If you are not the first author of this paper, click **no**
  - ▶ Use the database to search for the author by last name

**FAQ:** One of my co-authors is not listed in the returned search when I search the database. What should I do?

**Answer:** If you have an author, co-author, chair, respondent etc. who does not have a record in NCA Convention Central, you can create one for them. First, do an exhaustive search of the database. If he/she is not in the system use the “Can’t find the person in the system? – Add Co-Author” link located at the bottom of the returned search. Enter the required information- First and Last Name, Institution and Email. This will create a NCA Convention Central account for them.

7564 - IP test  
NCA National Office

1. Title 2. Author(s) 3. Description 4. Keywords 5. Special Requests 6. AV/Agreements 7. Upload Paper/Supporting Files 8. Preview 9. Finalize

**\* Author(s)**

Use the form below to search for Author(s).

**A First Author is required for this paper. Are you the First Author?**

**YES NO**

If you are not the First Author, the system will guide you through finding a First Author.

# Adding Author(s)

- ▶ Click the **Add Co-Author** button to add co-author(s)
  - ▶ Search the database for the co-authors last name
  - ▶ Repeat until all co-authors are added
- ▶ Click the **Save** button

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**\* Author(s)**

Use the form below to search for Author(s).

**First Author**

1. [Kristin Yednock](#) - *National Communication Association*  
[Edit](#) | [Remove](#)

**Co-Author(s)**

No Co-Authors have been submitted.

**ADD CO-AUTHOR**

**SAVE**

# Crafting a Description

- ▶ Click the **Description** tab
- ▶ Type the description for your paper in the text box
  - ▶ This will appear, as written, in the online program so please proof read your description
- ▶ Click the **Save** button

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**\*Description**

Use the area below to enter a description of your paper. This description will appear in the online convention program and used during the review process.

Symbols:  Special Characters:

Remaining: 5000



# Keywords

- ▶ Click the **Keywords** tab
- ▶ List several descriptive keywords in the available text boxes
- ▶ **Save** your work

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**\*Keywords**

Use the form below to enter the keywords used as part of the submission.

Symbols:  Special Characters:

\* Keyword 1

Remaining: 3333

Keyword 2

Remaining: 3333

Keyword 3

Remaining: 3333



# Include Any Special Requests

- ▶ Click the white Special Requests tab
  - ▶ This section is not required
- ▶ Add any special requests you would like considered in the text box
  - ▶ Special requests include: accommodations, scheduling requests, or specific/special room set-ups
  - ▶ DO NOT enter any AV requests in the Special Requests tab
- ▶ Click the **Save** button


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### Special Requests

Use the area below to enter any special requests, such as meeting room accessibility requirements (a ramp or extra wide aisles), ASL interpretation, s assistance, religious observations, availability limitations, or special room setup requests. Do not enter audio - visual requests here.

Symbols:  Special Characters:



Remaining: 1000

**SAVE**

# AV/Agreements

- ▶ Click the [AV/Agreements](#) tab
- ▶ Click on the [Alternate Format](#) link to indicate if you are willing to present in Scholar to Scholar
- ▶ Click on the [Audio Visual Equipment](#) link to indicate your AV requests
  - ▶ All AV requests must be made at the time of submission to be considered
- ▶ After completing both sections, click the [Save](#) button
  - ▶ When done correctly, these items will change from Incomplete to Completed

1. Title 2. Author(s) 3. Description 4. Keywords 5. Special Requests 6. AV/Agreements 7. Upload Paper/Supporting Files 8. Preview 9. Finalize

**\* Additional Information**

0 of 2 required items completed

* <a href="#">Alternate Format</a>	Incomplete
* <a href="#">Audio Visual Equipment</a>	Incomplete

**SAVE**

1. Title 2. Author(s) 3. Description 4. Keywords 5. Special Requests 6. AV/Agreements 7. Upload Paper/Supporting Files 8. Preview 9. Finalize

**\* Additional Information**

2 of 2 required items completed

* <a href="#">Alternate Format</a>	Completed   <a href="#">View/Print</a>
* <a href="#">Audio Visual Equipment</a>	Completed   <a href="#">View/Print</a>

**SAVE**

FAQ: The agreements section asks if I want to participate in Scholar-to-Scholar. What is that?

Answer: Scholar-to-Scholar is an interactive presentation format where presenters use posters, digital media, or other creative display to showcase their work.

# Upload Supporting Documents

- ▶ Click the **Upload Paper/Supporting Files** tab
- ▶ Click the white box where it states “click or drag file(s) here to upload” to add your supporting files
  - ▶ All identifying information should be removed from the document
  - ▶ Review the call for page limit, format, and accepted or required documents
  - ▶ For Individual Papers, only PDF files are accepted
- ▶ Click the **Upload** button below the white box to add your paper/file to your submission
- ▶ Once uploaded, the page will refresh the file will appear in the list of uploaded documents

Be sure to follow the instruction in the call.

1. Click the area below to search for your file. A browse pop-up screen will appear to locate the file.
2. Select the file and click 'Open.'
3. Click 'Upload.' Once the file has been added, then click on the title of the file to review it for accuracy once the file has been uploaded.
4. Files greater than 200MB will not be accepted.

No documents have been uploaded.

Click or drag file(s) here to upload

SAVE

Be sure to follow the instruction in the call.

1. Click the area below to search for your file. A browse pop-up screen will appear to locate the file.
2. Select the file and click 'Open.'
3. Click 'Upload.' Once the file has been added, then click on the title of the file to review it for accuracy once the file has been uploaded.
- Files greater than 200MB will not be accepted.

1 documents uploaded

Document Title	Action
NationalCommunicationAssociation-2019CountersignedI.O.C.pdf	Remove

Click or drag file(s) here to upload

SAVE

# Preview and Finalize Submission

- ▶ Click the white **Preview** tab
- ▶ Review your work before finalizing
  - ▶ While not required, you are strongly encouraged to preview your submission to ensure that all information is correct
  - ▶ Once finalized, your submission cannot be edited or changed, only withdrawn for consideration
- ▶ Click the **Finalize** tab
- ▶ Click the check box
- ▶ Click the **Finalize** button
  - ▶ Submissions will be listed in My Submissions as “Completed”

**7564 - IP test** Incomplete

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1. Title 2. Author(s) 3. Description 4. Keywords 5. Special Requests 6. AV/Agreements 7. Upload Paper/Supporting Files 8. Preview 9. Finalize

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**\*Finalize**

Use this screen to finalize your submission. If you have not completed all required steps (noted in red), please review the list of steps above and return to the incomplete step.

Please take a few minutes to review your submission prior to finalizing. Once finalized, a submission cannot be edited.

\*  Yes, I am ready to submit my Individual Paper.

**FINALIZE**