

## Instructions to submit abstract/presentation proposal for AIIM 2022

### Submitting an abstract/presentation proposal for the AIIM 2022

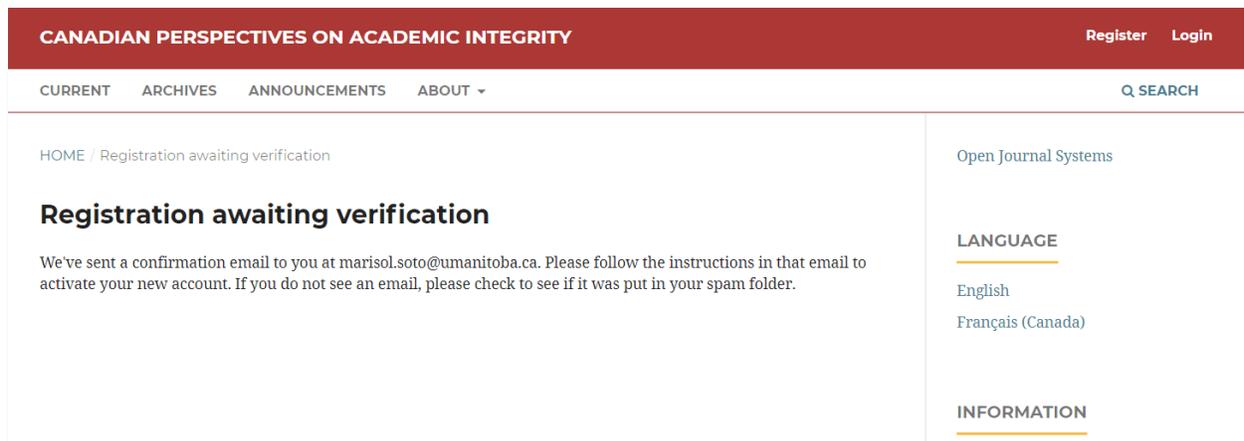
#### A. Prepare your submission.

1. Download the abstract/presentation proposal submission form <link to AIIM 2022 webpage>. Complete the form by inserting all the authors/presenter names, affiliations, and a brief biography of 100 words or less.
2. Select your preferred presentation session – either 60-min or 30-min time slots.
3. Describe the content of your presentation in 150-250 words. Please include information on what attendees will gain from your session. Proposals must be in final form and will be published in an issue of the Canadian Perspectives on Academic Integrity (CPAI) following AIIM 2022.

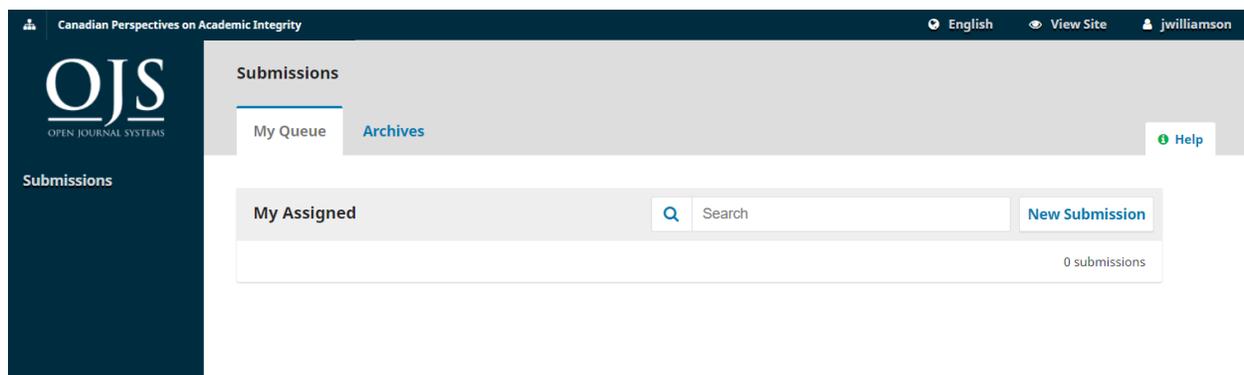
#### B. Register with the Canadian Perspectives on Academic Integrity (hosted on an Open Journal System or OJS) (<https://journalhosting.ucalgary.ca/index.php/ai>)

To submit your abstract/presentation proposal for the AIIM 2022 through the OJS, register a user account with the Canadian Perspectives on Academic Integrity journal and then log in (see <https://journalhosting.ucalgary.ca/index.php/ai/user/register>).

After you register, you will be asked to confirm your registration. Please check the inbox of the email address you entered into your registration steps.



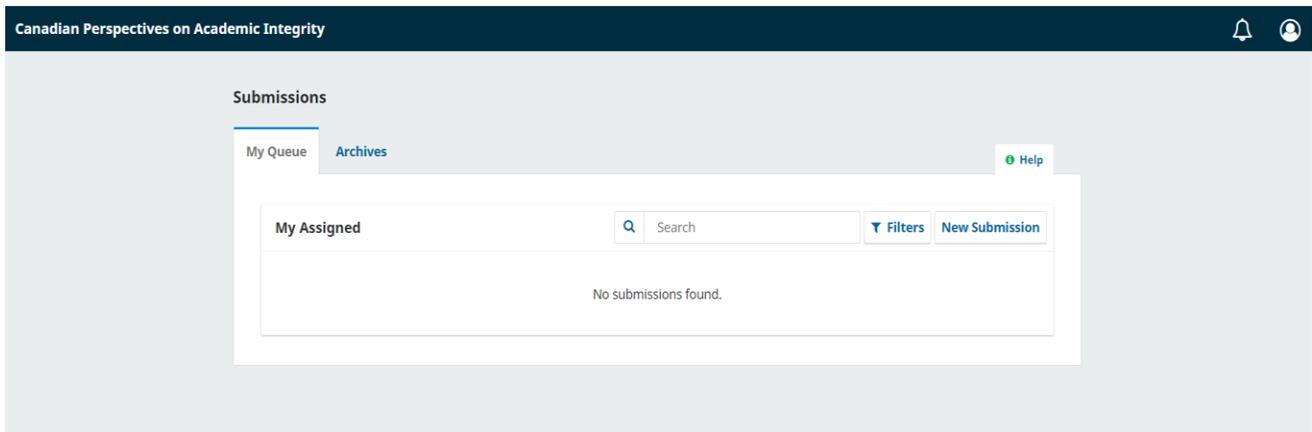
When you login, you will be directed to your Dashboard.



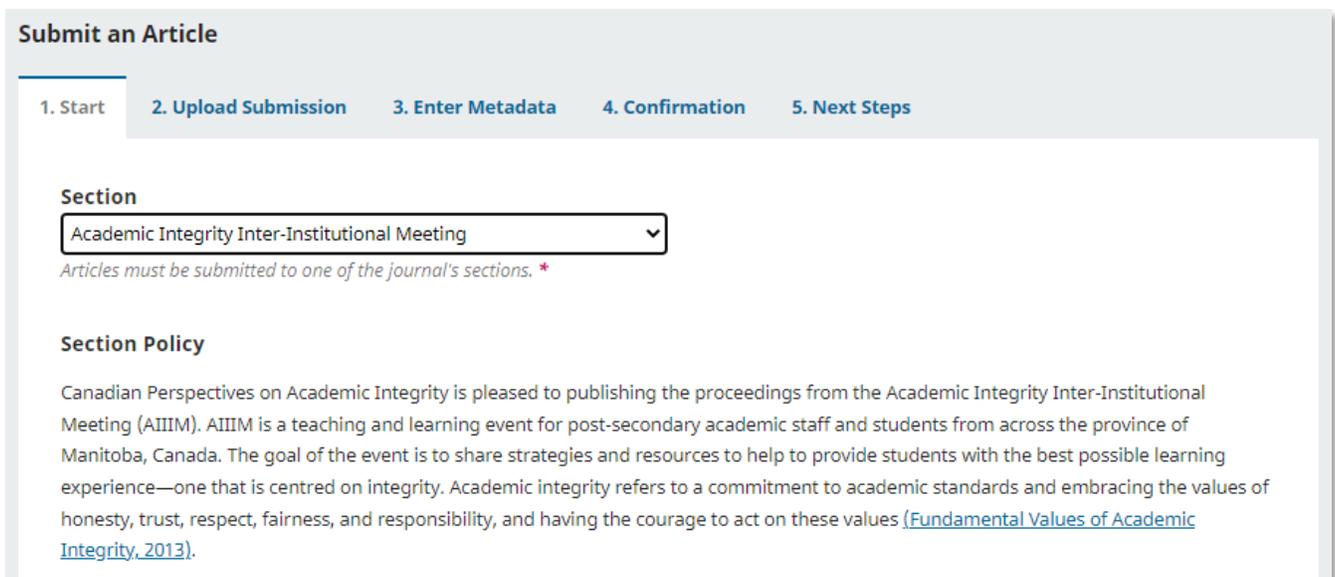
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### C. Submitting an abstract/presentation proposal

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



**Step 1:** Provide preliminary information about your submission. Select the section to be Academic Integrity Inter-Institutional Meeting.

The screenshot displays the 'Submit an Article' form. At the top, there's a progress bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The 'Section' dropdown menu is set to 'Academic Integrity Inter-Institutional Meeting'. Below the dropdown, there is a note: 'Articles must be submitted to one of the journal's sections. \*'. The 'Section Policy' section contains text about the journal's commitment to publishing the proceedings from the Academic Integrity Inter-Institutional Meeting (AIIIM) and a link to 'Fundamental Values of Academic Integrity, 2013'.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

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### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

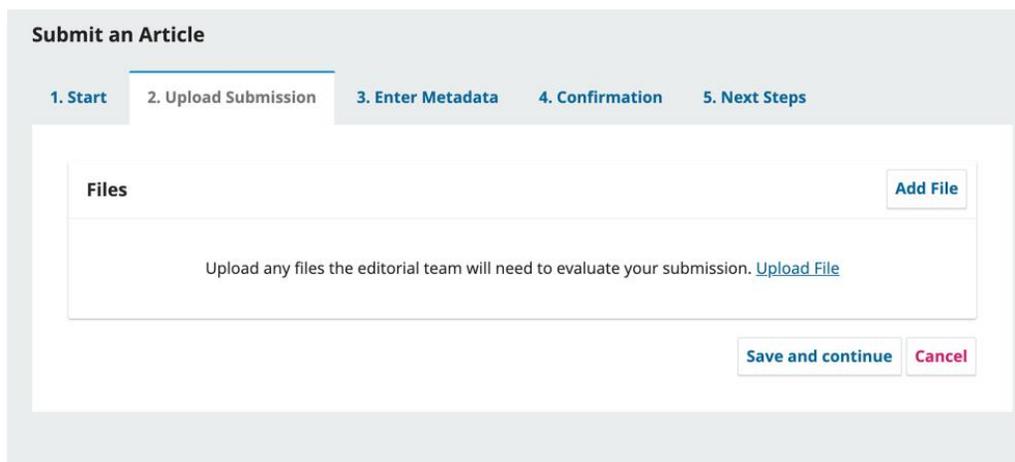
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in .pdf, Microsoft Word, or RTF document file format. Microsoft Word is the preferred format.
- An Abstract of 250 words or less is included. The abstract should include searchable keywords to allow prospective readers to locate your article by typing keywords into a search engine. Please do not include citations in the abstract. Five to ten keywords are included. Because the journal aims to highlight contributions from and about Canada, we recommend that "Canada" is one of the key words.
- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses).
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- All illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- Where available, URLs for the references have been provided. URLs should not appear in the body of the manuscript, only in the References, as per APA.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

### Comments for the Editor



**Step 2:** A window will open allowing you to upload your submission file. A Microsoft Word file is preferred; please use the form provided on the AIIM 2022 webpage. Once you have uploaded your file, you can indicate the file type for each from a single menu panel, and metadata such as a description can be entered during the workflow.

Once you have finished uploading your file, click the **Save and Continue** button to move to **Step 3**.



**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Files** Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

**Step 3:** You will be asked to add more information about the submission, including the title of the submission), and the abstract/presentation proposal (which is also contained in the file you've uploaded). Scrolling down you can add any additional contributors.

## Instructions to submit abstract/presentation proposal for AIIM 2022

List of Contributors					<a href="#">Add Contributor</a>
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information. Contributors not added to the submission will not be included in the conference program.

### Add Contributor

**Name**

Frederic   Serletis   
First Name \* Middle Name Last Name \*

**Contact**

seletis@mailinator.com   
Email \*

**Country**

Canada   
Country \*

Click **Save**, and the new contributor will appear on the screen.

List of Contributors					<a href="#">Order</a> <a href="#">Add Contributor</a>
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ Frederic Serletis	serletis@mail.com	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

You may also see additional fields to complete, such as keywords (some recommended keywords: Canada, Manitoba, academic integrity, postsecondary, teaching and learning). To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword. (Choice of language is not an option. Submissions must be written in English.)

Click **Save and Continue** to move forward.

### Additional Refinements

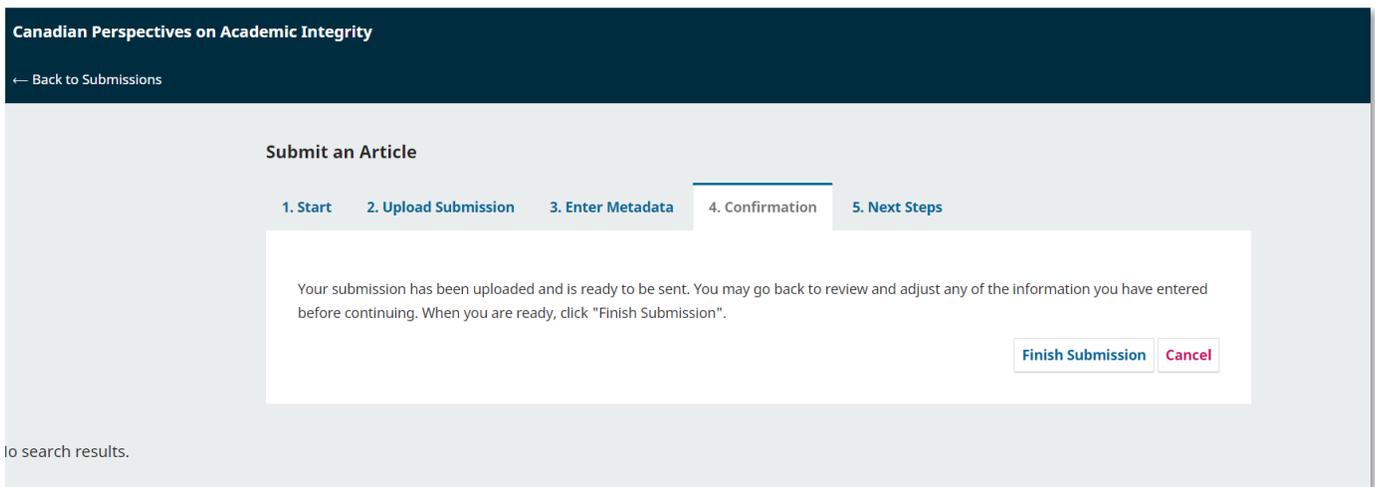
**Keywords**

elearning × query management × |

Français (Canada)

## Instructions to submit abstract/presentation proposal for AIIM 2022

**Step 4:** You will be asked to confirm that you are happy with your submission.

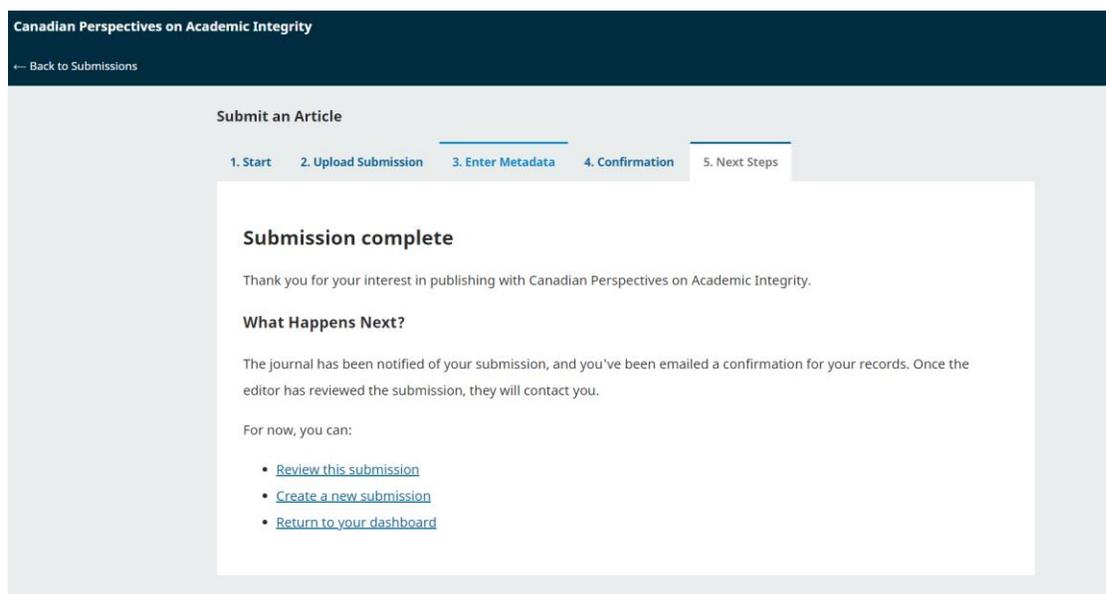


After clicking "Finish Submission," a box will pop up asking you to confirm you are finished. Click **OK**.



**Step 5:** Your submission is now complete! The editor has been notified of your submission. You will receive an email notification as well and the option to follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard



## Instructions to submit abstract/presentation proposal for AIIIM 2022

**Once you complete a submission, you cannot make changes to it.** If you want to replace the file you have submitted or make other changes to the submission, you must contact the editor through the Pre-Review Discussions tool, by clicking “Add discussion”.

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Workflow **Publication**

Submission **Review** Copyediting Production

### Submission Files

Q Search

▶	 225782 AIIIM 2022 Submission Form_Marisol.docx	February 2, 2022	Article Text
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Download All Files

### Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				