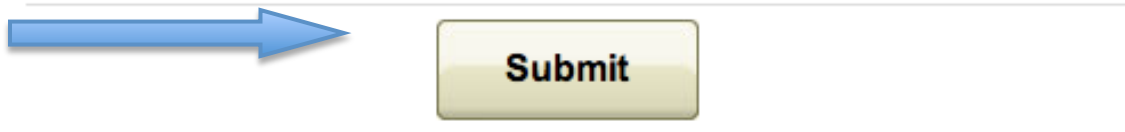


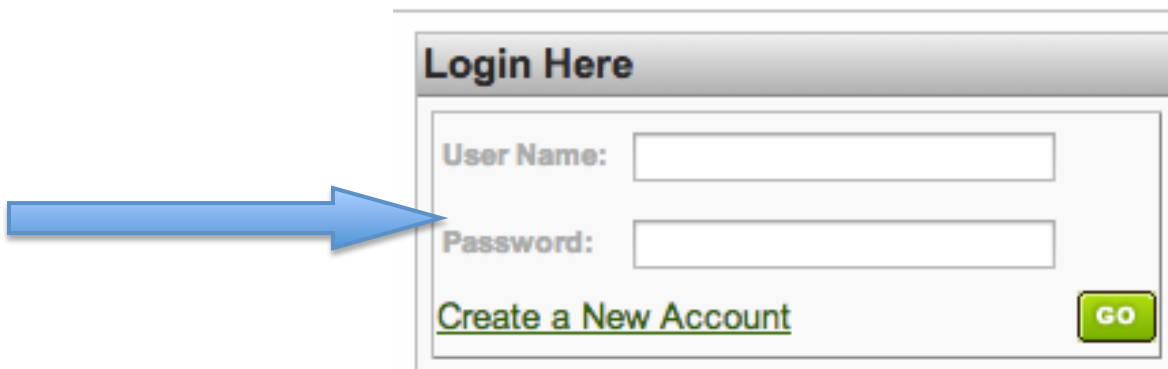
Instructions for submitting a panel presentation for the International Congress of Qualitative Inquiry.

1. **Panels** must consist of four to five presentations.
2. **All Academic Submission System:** Go to our submission page (icqi.org/home/submission) and click on the “Submit” button.

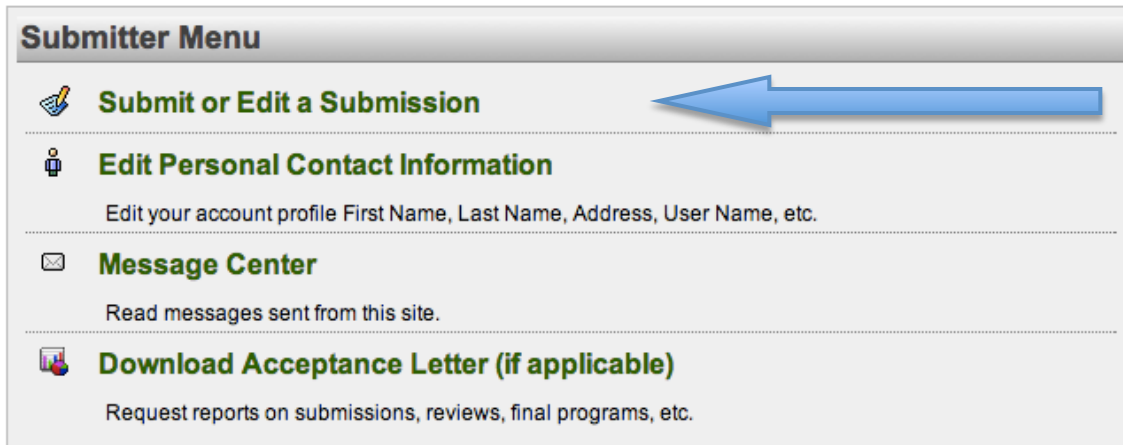
We are still accepting submissions



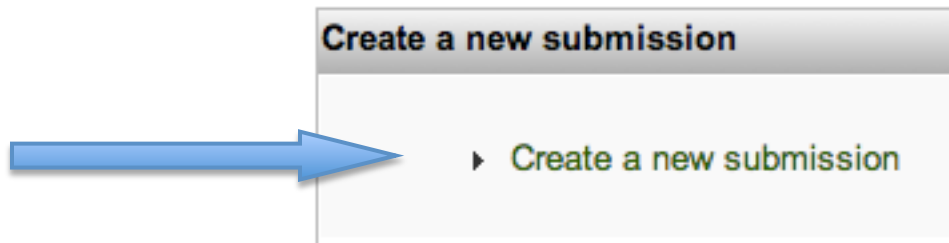
3. **Logging In:** Enter your User Name and Password. You will need to create a new account each year. They do not carry over from previous years. You are more than welcome to use the same user name and passwords as years past.

A login form titled "Login Here" with fields for "User Name:" and "Password:". Below the fields is a link for "Create a New Account" and a green "GO" button. A blue arrow points to the "Password:" field.

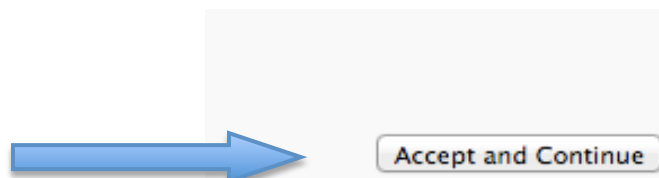
4. **Submission:** Click on the “Submit or Edit a Submission” link.



5. On the next screen, click on “Create a new submission”



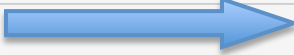
6. **Select Panel** under the Individual Submission box.
7. **Select a track:** If you are not a part of a Special Interest Group (SIG), then submit under the General Congress.
8. **Word Limits** for title and abstracts are strictly enforced. Please select your topic area and any keywords you would like to include.
9. Click on “**Accept and Continue**” to proceed to the next page. If you do not do so, your information will not be saved



10. Once you click on the “Accept and Continue” button on summary page, your submission will have been saved and submitted.

Unit Session Submission Type Session Submission Presenter **Summary: Session Submission**


11. **Adding Papers:** After inputting the information for the panel, you must add the accompanying papers that will be presented during the panel.

# Person/Individual Submission	Role/Individual Submission Type	Action
Step 1. Add Papers. To add a paper title and author(s) to the session listing above click the "Add a Paper" button.		 <input type="button" value="Add a Paper"/>
Step 2. Add other participants (Chairs, Discussants). Use the search box to the right to type in a last name, and search the database for the participants you wish to add to your session.		<input type="text"/> <input type="button" value="Search by Last Name"/>
Step 3. Accept and continue. When your session is fully populated click "Accept and Continue."		<input type="button" value="Accept & Continue"/>

12. **Paper Titles and Abstracts:** Input the title and abstract for each paper.

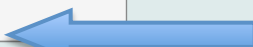
***Title**
Type title as it should appear in the Program (limit to 25 words). DO NOT TYPE IN ALL CAPITAL LETTERS. Use Initial Caps Only.

Abstract
You may provide a 350 words abstract for the paper. You may copy and paste from your word processing program.



13. **Authors:** This will take you to the author page. You must complete this page. Search for their last name here. Search even if they are unlisted, which will permit you to add them in the next step.

# Person	Email Address	Affiliation	Role	Action
No Author selected.				
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.		Continue Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.		
Last Name: <input type="text"/> <input type="button" value="Search for Author"/>		<input type="button" value="Accept and Continue"/>		



14. **Adding a Co-Author:** Repeat this process again.

# Person	Email Address	Affiliation	Role	Action
1*	Bryce Henson	University of Illinois, Urbana-Champaign	Non-Presenting Co-Author *Presenter	Remove

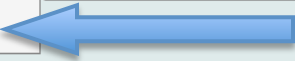
Add/Search for Author by Last Name

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.



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If they are listed, add them as a “Presenter” if they will be coming to the Congress or “Non-Presenting Co-Author” if they will not be coming to the Congress

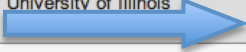
Choose From List of Authors

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
Denzin, Norman		University of Illinois	Add Non-Presenting Co-Author Add Presenter

Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.

[Add Unlisted Author](#)



If they are unlisted, click on the “Add Unlisted Author” link:

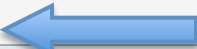
Choose From List of Authors

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
Denzin, Norman		University of Illinois	Add Non-Presenting Co-Author Add Presenter

Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.


[Add Unlisted Author](#)



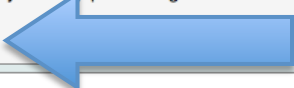
15. **Creating a Co-Author account:** You may create an account for them. It is important that you input their information correctly. They will receive an email from “allacademic.com” domain asking them to confirm their account and edit any necessary information. If a submission is accepted, whatever information is inputted will be put into the program. Therefore, be sure to input everything correctly.

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
Denzin, Norman		University of Illinois	Add Non-Presenting Co-Author Add Presenter

Author not listed?
 If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.

[Add Unlisted Author](#) 

16. To change the order of co-authors, click on the “Up” or “Down” links to create the order of authorship.

# Person	Email Address	Affiliation		Role	Action
1 *Bryce Henson		University of Illinois, Urbana-Champaign	Up 1 Down	Non-Presenting Co-Author *Presenter	Remove
2 Norman Denzin		University of Illinois	Up 2 Down	Non-Presenting Co-Author *Presenter	Remove



17. Click on the Accept and Continue button at the bottom of the page to save your information.

18. **Repeat steps 11-18** until you have four or five papers for your panel.

19. **Adding a Chair:** You will also need to add someone as a chair. If you choose to designate a panelist as a Chair, you will need to add them again, once as a panelist and again as a chair. If you are the session organizer, you may be listed three times: session organizer, chair, and panelist. Chairs are only required to do brief introductions, keep time, and direct the Q&A session.

On the next page, search for their last name to add a chair:

20. Afterwards, you will be taken to the summary page where you can review all your information. If you do not need to edit any of the previous information, then you may click on “Accept and Continue”. This will save your submission and submit it to our system. You should then receive an email from our submission system, All Academic.

