



ASHE

ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

2021 ASHE Conference Portal Proposal Submission Guide

Research Papers; Scholarly Papers; Roundtables; Posters; Performance, Visual, and Digital Scholarship

*Interactive Symposia and Self-Designed Paper Sessions have separate How To Guides available at www.ashe.ws/callforproposals

In this guide, you'll find:

- Overall Notes
- Navigating To The ASHE Conference Portal
- Logging In
- Submitting A Proposal (Research Papers; Scholarly Papers; Roundtables; Posters; Performance, Visual, And Digital Scholarship)
- Editing Your Proposal

If you have questions about the proposal system, contact the ASHE Office:

- conference@ashe.ws
- (702) 895-2737

Overall Notes

The ASHE Conference Portal, which is software designed by All Academic, can be accessed via the ASHE website: www.ashe.ws/conference. This is the system where proposals can be submitted; members can volunteer to be a reviewer, chair, and/or discussant; reviewers will complete reviews; reviewer feedback will be available to authors in early July; the final conference schedule will be posted; research and scholarly paper authors will upload their final papers; and discussants and chairs will be able to access papers for their sessions.

- Once you are on a page for 60 minutes with no activity, be aware of the timer in the upper right corner. If you time out, none of your progress or changes will be saved. There is a timer refresh button in the top right corner that you can click to reset the timer.

Use the navigation menu under the ASHE logo to move around in the system. Do not use the back button on your browser!

- Your submission is not Saved until you click Save Submission on the final screen. Once a submission is saved, you can go back and edit it at any point prior to the submission deadline.

NAVIGATING TO THE ASHE CONFERENCE PORTAL

Go to www.ashe.ws/callforproposals.

Click the blue "ASHE Conference Portal" button.

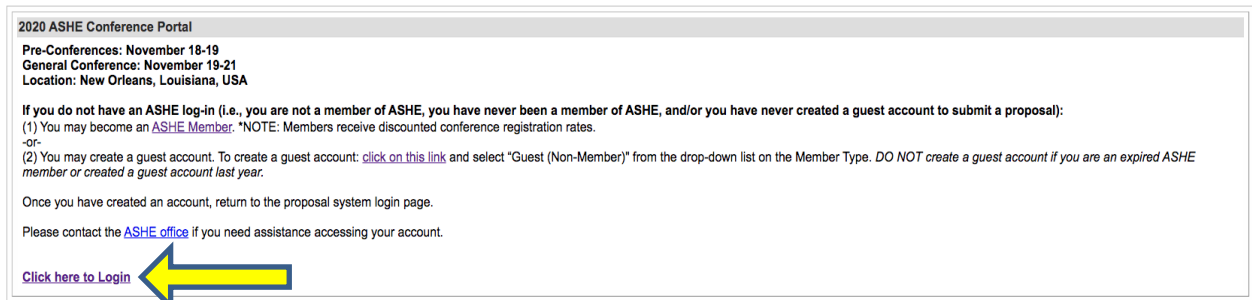
LOGGING IN

If you have an ASHE Log-In (ASHE Members, Former Members, And Those With A Guest Account)

To access the ASHE Conference Portal, use your ASHE login credentials. All authors will need an ASHE account to be added to proposals in the system (e.g., the author submitting the proposal will search the system for co-authors to add).*

Note: If you already have an ASHE account (either as a current or expired member or a guest account), do not create a new account as the system will likely suspend all of your accounts. If you have questions or need help accessing your account, please contact the ASHE Office.

1. Click “Click here to Login” link at the bottom right side of the page.



2. Once you click “Click here to login” you will be redirected to the ASHE member login webpage.
3. Use your ASHE username and password to login. If you forgot your password or username, you can select “Forgot your password?” If you have issues logging in, DO NOT create a new account. Contact the ASHE Office (office@ashe.ws; 702.895.2737) for assistance.

If you do not have an ASHE log-in
(Never an ASHE member and never created a guest account)

If you do not have an ASHE account—meaning you’ve never had an ASHE membership or guest account, you may become an ASHE member or create a free guest account; more information can be found at www.ashe.ws/membership.

****DO NOT create a guest account if you are an expired ASHE member or created a guest account in previous years.** Please contact the [ASHE Office](#) if you need assistance accessing your account.**

*Please note that it can take 10-60 minutes for a new account to flow from the ASHE membership system to the ASHE Conference Portal. As such, we encourage submitters who have co-authors who are not ASHE members, who were never ASHE members, and who do not have a Guest account to become a member or create a guest account well in advance of the proposal submission deadline.

You may either become an ASHE Member - OR - create a Guest Non-Member Account.

You do not have to pay for an ASHE membership to submit a proposal, but you must create an account to be recognized in the ASHE Conference Portal.

Once you have created an account (either as a member or a guest), return to the proposal system login page.

Submitting a Proposal

(Research Papers; Scholarly Papers; Roundtables; Posters; Performance, Visual, and Digital Scholarship)

1. After logging in, click the "Submit or Edit a Proposal" link:

Main Menu | Logout | Help

WELCOME! You are now at the main menu. To begin the process of submitting a proposal, click the "Submit or Edit a Proposal" link listed in the menu below.

Submitter Menu

- Submit or Edit a Proposal**
Submit or edit proposals for this conference.
- Volunteer to be a Chair, Discussion, and/or Reviewer**
- Message Center**
Read messages sent from this site.

2. Click the link, "Submit a New Proposal"

SUBMISSION MENU | MAIN MENU | LOGOUT | HELP

Submit or Edit a Proposal
To submit a paper or proposal, select the "Submit a New Proposal" link below.

Submit a New Proposal
▶ [Submit A New Proposal](#)

NOTE: Editing a Submitted Proposal: Once you have submitted a proposal, you can navigate down to the "Submissions" menu to edit previously submitted proposals.

Submit or Edit a Proposal
To submit a paper or proposal, select the "Submit a New Proposal" link below.

Submit a New Proposal
▶ [Submit A New Proposal](#)

Submissions | Participations

Showing 1 through 1 of 1 records.

##	Summary	Action
1	Testing, Jason P. Guilbeau; D-L Stewart Individual Submission type: Research Paper Quantitative Methodology: Data Analytics	edit upload delete unavailable review summary

Unassigned

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3. Select a Section or Pre-Conference

Select the section or pre-conference. Authors must designate a section or pre-conference for their proposal. A proposal can be submitted to only one conference section in the general conference or to one pre-conference. If the same proposal is submitted to more than one section or to a section and a pre-conference, both proposals will be rejected. Please refer to the Call for Proposals for a description of each section and pre-conference: www.ashe.ws/callforproposals.

4. Select the Proposal Format

Authors must designate a preferred presentation format (refer to the Call for Proposals for format descriptions). If the first choice is a research paper or scholarly paper, you can indicate if you are willing to present the paper in a roundtable or a poster if the first choice format is not available

Note: Some of the Pre-Conference Sections do not accept all proposal formats. See Call for Proposals for more information: www.ashe.ws/callforproposals.

5. Acceptance of Terms of Agreement

To be able to complete your proposal submission, you must agree (select “Yes”) to the Terms of Agreement.

6. Enter the information about your proposal:

- a. **Title:** A title no longer than 15 words is required.
- b. **Abstract:** An abstract of no more than 50 words is required. The Program Committee relies on abstracts to assign appropriate reviewers.
- c. **Proposal Text:** Proposals must not exceed **2,000 words**. Please submit only the text of the proposal (not including references). All tables, figures, formulas, and graphics will be submitted as an attachment. All references will need to be submitted separately and do not count towards the 2,000 word count; however, APA in-text citations should be used and are included in the word count. **Proposals must include preliminary findings or a summary of full findings.**

- d. **References:** Cite and provide the published and/or unpublished references in your proposal. There is no limit to the number of references provided. Please adhere to the APA Style guidelines but do not use italics, bold, or underline in the system -- these enhancements will be lost.
- e. **Keywords:** Proposals must include three keywords describing the proposal. These words are used by the Program Committee to assign reviewers to proposals.
- f. **Alternate Presentation Format [For Scholarly Paper & Research Papers only]:** If the first choice is a research paper or scholarly paper, you can indicate with your submission if you are willing to present the paper in a roundtable or a poster if the first choice format is not available.
- g. **Research Methodology:** Submitters must choose the methodological category. The Program Committee relies on this information to assign appropriate reviewers. . See *Call for Proposals* for more information: www.ashe.ws/callforproposals.
- h. **Logistical or Technical Needs [Required for Performance, Visual, and Digital Scholarship (PVDS) only]:** PVDS authors must also describe the logistical or technical needs for the presentation. See *Call for Proposals* for more information: www.ashe.ws/callforproposals.
- i. **Recommended Reviewer(s):** For all proposal types, you can provide the name and institution/organization of a proposed reviewer.
- j. **Recommend Discussant(s):** For paper proposals, you can provide the name and institution/organization of a proposed discussant.
- k. **Virtual Option:** Roundtable, Self-Designed, and Symposia sessions may be offered virtually and/or in-person. Submitters will have the opportunity to indicate which formats they prefer during the proposal submission process. Updates will be shared as more information about the conference is available.

**Note: You will upload documents on the final screen, after you add authors on the next screen.*

7. When all required sections (indicated by “*”) are completed, click “Accept and

Continue” in the bottom right corner:

Accept and Continue

8. Adding Authors (as needed):

No identifying information should be included in the proposal itself. The information provided here will only be available to section chairs and ASHE Staff. Please ensure that author information is expunged if an attachment is submitted with graphs, charts, etc.

* Once you save your submission (on the final screen), you may return to the proposal system to add authors or make other edits any time prior to the submission deadline.

a. Search for authors by last name.

****IF YOU CANNOT FIND AN AUTHOR IN THE SYSTEM:**

- First re-check the spelling of the name or ask the author if they already have an ASHE member or Guest account.
- If they do not have either, please have the author create an account following the steps outlined above.

NOTE: The system may take up to 60 minutes to update once a new ASHE account (member or guest) has been created

- b. Select the author from the list generated, and click add author link.** Use the up or down links to change the author order (this is the order they will appear in the program if accepted).

9. Click “Accept and Continue” after all authors have been added.

10. Review your submission information & Uploading Supporting Documents.

Attachments should include tables, figures, formulas, and graphics. Attachments must be combined into a single PDF document and uploaded to the ASHE Conference Portal. Please ensure there is not identifying information in attachments.

Review your submission information.

Please review your submission information and make any changes that you may want to make before save your submission. Click the "Save Submission" button at the bottom right-hand side of this form to complete the submission process.

If you wish to upload tables, figures, formulas, or graphics, you should select the "Upload Supporting Document" link at the bottom of this page.

Title Submitting a Great Proposal	Edit Title
Abstract Yes	Edit Abstract
Proposed Year Yes	Edit Proposal Text
Keywords Yessss	Edit Keywords
References Yessss	Edit References
Alternate Presentation Format None Selected	Edit Alternate Presentation Format
Research Methodology Historical	Edit Research Methodology
Quantitative Methodology None Selected	Edit Quantitative Methodology
Qualitative Methodology None Selected	Edit Qualitative Methodology
Author	Edit Author
	Upload Supporting Document
	<input type="button" value="Save Submission"/>

Click "Save Submission" to submit your proposal.

You will know your proposal was successfully submitted once you land on the confirmation page. You will also receive a confirmation email.

You can use the "Submission Menu" or "Main Menu" links at the top of the confirmation page to start the process for another proposal submission, or click "Logout" if you are finished with your proposal submissions.

EDITING YOUR PROPOSAL

To edit your proposal, follow the Login steps included above.

After clicking the "Submit or Edit a Proposal" link, click on the "edit" link in the Submissions menu. Update any required information (e.g. authors), and click "Save Submission"

The screenshot shows a web interface with three main sections:

- Submit or Edit a Proposal**: A grey header with a minus sign. Below it, a light yellow box contains the text: "To submit a paper or proposal, select the 'Submit a New Proposal' link below."
- Submit a New Proposal**: A grey header with a minus sign. Below it, a light grey box contains a green link: "Submit A New Proposal".
- Submissions**: A grey header with a plus sign. Below it, a table displays submission records. The table has a header row with columns for "# Summary" and "Action". The first row contains:
 - Summary: "1 Submitting a Great Proposal, James E Hines" and "Individual Submission type: Research Paper".
 - Action: "edit", "upload", "delete", and "unavailable".

A yellow arrow with the text "Click Here to Edit a Proposal" points to the "edit" link in the "Action" column. A blue link "Review Assignment" is also visible below the "edit" link.