



# ASHE

ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

## 2023 ASHE Conference Portal Proposal Submission Guide Self-Designed Paper Session

In this guide, you'll find:

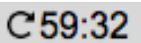
- Overall Notes
- Navigating To The ASHE Conference Portal
- Logging In
- Submitting A Proposal
- Editing Your Proposal

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

- [conference@ashe.ws](mailto:conference@ashe.ws)
- (202) 660-4106

## Overall Notes

The ASHE Conference Portal, which is software designed by All Academic, can be accessed via the ASHE website: [www.ashe.ws/conference](http://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](http://www.ashe.ws/callforproposals).

Click the blue “ASHE Conference Portal” button.

If there are any ways in which ASHE can make the proposal submission form more accessible for you, please contact Angela Hoffman Cooper, Director of Conference and Events at [angela@ashe.ws](mailto:angela@ashe.ws). Presenters and attendees will have the opportunity to share accessibility requests for the In-Person Conference, Pre-Conference, and/or Virtual Conference Day on the Conference registration form.

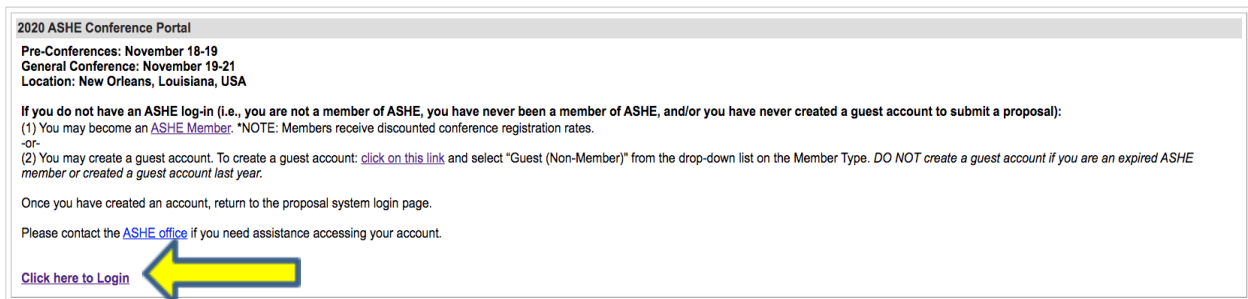
# Logging In

## 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 Staff ([office@ashe.ws](mailto:office@ashe.ws); (202) 660-4106).*

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 Staff ([office@ashe.ws](mailto:office@ashe.ws); (202) 660-4106) 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](http://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 Staff \(office@ashe.ws\)](mailto:office@ashe.ws); (202) 660-4106) 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.

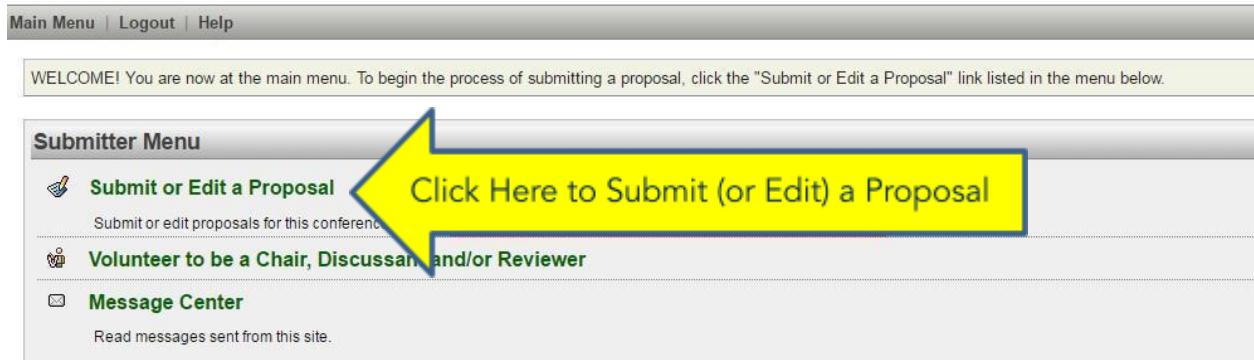
You may either become an ASHE Member - OR - create a Guest Non-Member Account.

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.

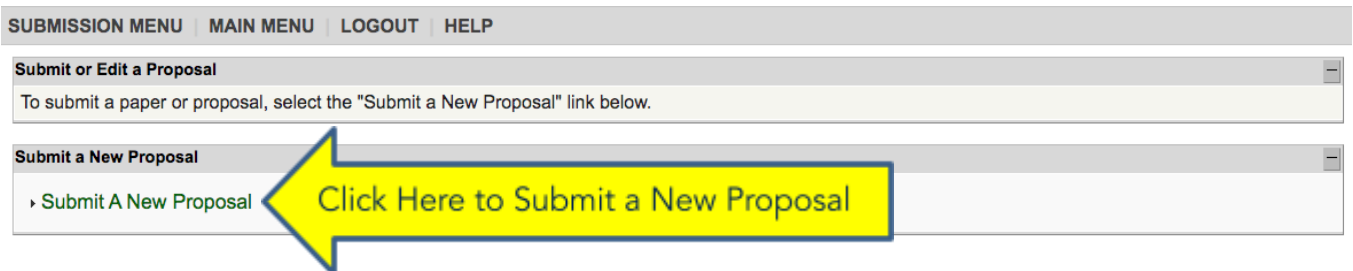
Once you have created an account (either as a member or a guest), return to the proposal system login page.

# Submitting a Proposal (Self-Designed)

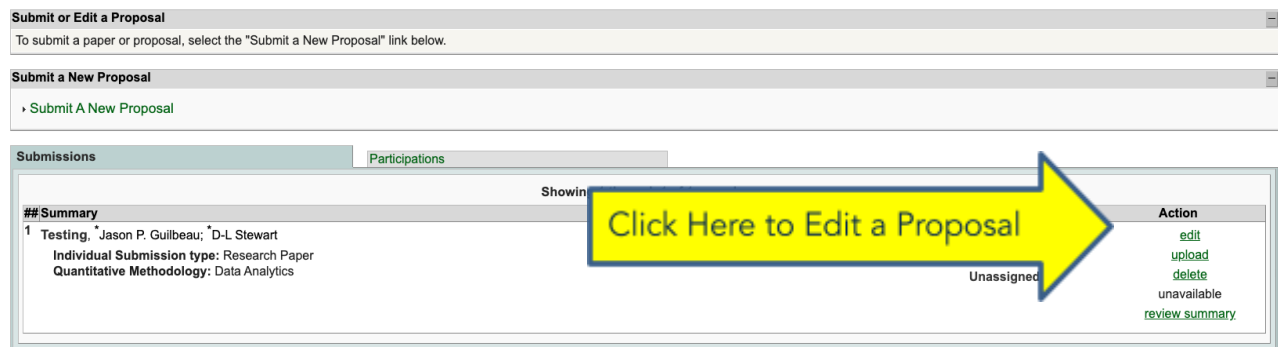
1. After logging in, click the "Submit or Edit a Proposal" link:



2. Click the link, "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.



©2021 All Academic, Inc. | All Academic Privacy Policy

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](http://www.ashe.ws/callforproposals).

4. Select Self-Designed Paper Session Format

Authors must designate a preferred presentation format. Submitters will have the option to select if they want to present In-Person during the Conference in Minneapolis, Minnesota taking place November 15-18, or during the Virtual Conference Day taking place on November 2. The content of a proposal can be submitted as only one conference format. If the same proposal content is submitted in more than one format, all proposals will be removed from consideration. Please refer to the Call for Proposals for a description of each format: [www.ashe.ws/callforproposals](http://www.ashe.ws/callforproposals).

Note: Submissions to Pre-Conferences will only be considered for an In-Person Format.

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:** The title should be entered with proper APA capitalization in title case and must not exceed 15 words. Make Sure the First Letter of Each Appropriate Word is Capitalized.
- b. **Abstract:** Provide an abstract of no more than 50 words briefly describing your proposal. The Program Committee relies on abstracts to assign appropriate reviewers.
- c. **Proposal Text:** Proposals for Self-Designed Papers must not exceed 1,000 words for the main proposal. Please submit only the text of the proposal excluding references. APA in-text citations must be used and are included in the word count. References are submitted in the next section and do not count towards the proposal text word count. Any tables, figures, formulas, and graphics will be submitted as an attachment on the next screen.

Note: Self-Designed proposals must include preliminary findings or a summary of full findings.

- d. **References:** Cite 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 -- 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 and help to ensure your proposal is matched with an appropriate reviewer. Please enter three keywords separated by commas.
- f. **Recommended Reviewer(s):** For all proposal types, you can provide the name and institution/organization of a proposed reviewer.

## 7. Adding Papers and Authors

*(NOTE: This is where the proposal submission differs from other submission types):*

- 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.
- For self-designed paper sessions, after you enter the general information about your session, you will add one paper at a time. Self-Designed paper sessions must provide a title, abstract, research methods, and authors for each paper.
  - a. Click the "Add a Paper" link.

**Step 1. Add Papers.**

To add a paper title and author(s) to the session listing above click the "Add a Paper" button.

Add a Paper

- i. Enter the title of the first paper (maximum of 15 words), an abstract (maximum of 350 words), and research methodology.
- ii. Click "Accept and Continue."
- iii. Search by last name to add authors to the paper.

**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.

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

- iv. Repeat until all authors have been added to the paper, and click Accept and Continue.
  - \* 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.

b. Follow the same steps for each paper in the session.

8. Adding Chairs and Discussants: Once you have added all papers, add your session discussant and chair by using the "Search by Last Name" button in Step 2. (Note: you will need to search separately for the chair and discussant).

**Step 2. Add other participants (Chairs, Discussants, Presenters).** Last Name

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.

**\*\*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

9. Click "Accept & Continue" after entering each paper, and adding your session discussant and chair.

**Step 3. Accept and continue.**

When your session is fully populated click "Accept and Continue."



## 10. Review your submission information & Uploading Supporting Document.

- a. Select on the "Choose File" button to select the file you wish to upload. You must submit your document (e.g. tables, figures, formulas, and graphics) as a single PDF file. The file size limit is 50 MB.

Only tables, figures, formulas, and graphics should be uploaded. Additional proposal text will not be considered as part of the proposal if it is uploaded.

Please ensure there is no identifying information in attachments, with the exception of Interactive Symposium proposals.

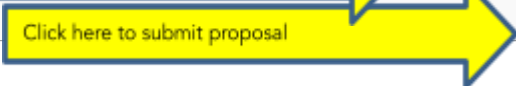
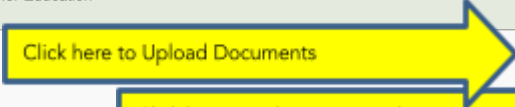
- b. After you have selected the file, select the "Accept and Continue" button.

**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.

<b>Title</b> Yeeess	<a href="#">Edit Title</a>
<b>Abstract</b> Usdsss	<a href="#">Edit Abstract</a>
<b>Proposal Text</b> EEAfdssfdgf	<a href="#">Edit Proposal Text</a>
<b>References</b> FESSfdsgdsg	<a href="#">Edit References</a>
<b>Keywords</b> Eesdsg	<a href="#">Edit Keywords</a>
<b>Participants</b> <a href="#">Edit Participants</a>	
<b>This Should be Good</b>	
<b>Title (Panel Paper)</b> This Should be Good	<a href="#">Edit Title</a>
<b>Author</b> (Author) James E Hines, james@ashe.ws; Association for the Study of Higher Education	<a href="#">Edit Author</a>
<b>Abstract</b> Is this really needed.	<a href="#">Edit Abstract</a>
<b>Individual Presentation</b> Panel Paper	
<b>Research Methodology</b> Historical	
<b>Quantitative Methodology</b>	
<b>What is This About</b>	
<b>Title (Panel Paper)</b> What is This About	<a href="#">Edit Title</a>
<b>Author</b> (Author) Terrance Jamal Knighten, terrance@ashe.ws; Association for the Study of Higher Education	<a href="#">Edit Author</a>
<b>Abstract</b> We Need More Money	<a href="#">Edit Abstract</a>
<b>Individual Presentation</b> Panel Paper	
<b>Research Methodology</b> Community Engaged Research and/or Participatory Action Research	
<b>Quantitative Methodology</b>	
(Chair) Jason P Guilbeau, jason@ashe.ws; Association for the Study of Higher Education	
(Discussant) Ishaan Gandhi, ishaan@ashe.ws; ASHE	
<b>Supporting Document</b> <a href="#">Click here if you wish to upload tables, figures, formulas, or graphics.</a>	<a href="#">Upload Supporting Document</a>
<a href="#">Click here to Upload Documents</a>	<a href="#">Save Submission</a>
<a href="#">Click here to submit proposal</a>	



11. 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"

**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**

Showing 1 through 1 of 1 records.

##	Summary	Action
1	Submitting a Great Proposal, James E Hines Individual Submission type: Research Paper	edit upload delete unavailable

Review Assignmer

