How to submit your paper

As mentioned in the EAA submission rules (https://eaa2022.eaacongress.org/r/submission_rules), authors who want to submit a paper <u>must</u> be **EAA members** in the year of the congress for which they submit. If you want to submit a paper for the EAA Virtual Congress 2022 and you are not yet an EAA member 2022 you have to subscribe for membership 2022 before being allowed to submit.

1. If you are not yet an EAA member 2022

If you are not a member EAA for the year 2022, you will be automatically redirected to the EIASM/ EAA Login/Profile webpage.

The paper submission for the **EAA 2022 Annual Congress** is administered by EIASM. Access to these pages requires the same login, i.e. your e-mail address as registered in the EIASM database together with the corresponding password.

Please select:

- I know how to login using my EIASM profile from previous activities or memberships -> Please login below...
- I forgot my login/password for my EIASM profile
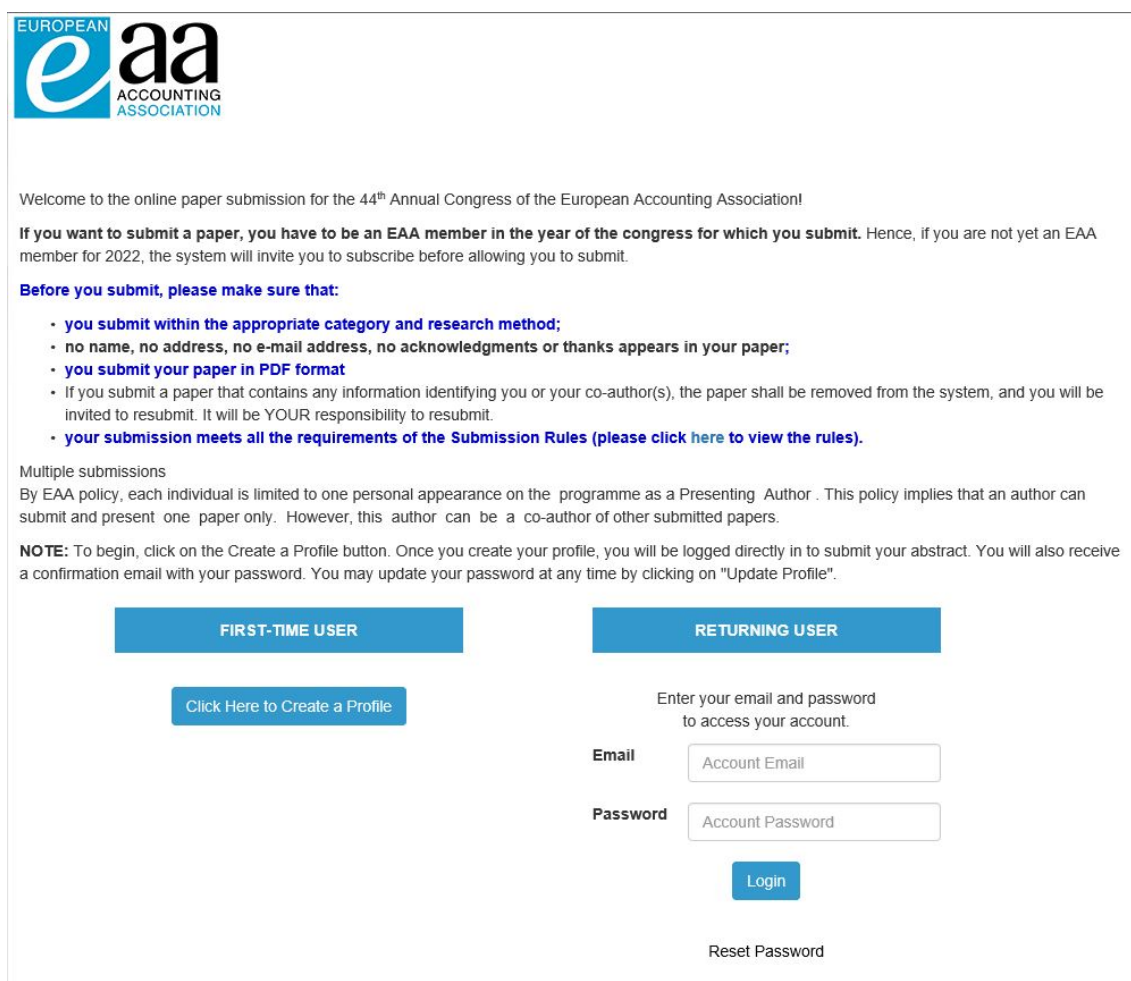- I have never created an EIASM profile before!

Login (E-mail): _____

Password: _____

Submit

A. If you already have an EIASM/EAA profile, please login with your e-mail address and your EAA password and check your profile. At the end, you will be asked to pay one of the two possible EAA memberships (see details on http://www.eaa-online.org/r/EAA_membership) via a credit card (only Visa or MasterCard).

B. If you never created an EIASM/EAA profile, i.e. if you are an EAA member for the first time, please click on "You forgot your password ? Get a new password immediately!". Once this is done, login with your email address and your EAA password (see point A).

C. As soon as you paid your EAA membership 2022, you will be allowed to submit your paper. To do this, please follow the procedure described under point 2.

2. If you are already EAA member 2022

1. If you are a member EAA for the year 2022, you will also be redirected automatically to the EAA/EIASM Login/Profile webpage (see point 1). You will be asked to check your profile (you can eventually change it), and at the end you will directed automatically to the EAA 2021 submission page.

Welcome to the online paper submission for the 44th Annual Congress of the European Accounting Association!

If you want to submit a paper, you have to be an EAA member in the year of the congress for which you submit. Hence, if you are not yet an EAA member for 2022, the system will invite you to subscribe before allowing you to submit.

Before you submit, please make sure that:

- **you submit within the appropriate category and research method;**
- **no name, no address, no e-mail address, no acknowledgments or thanks appears in your paper;**
- **you submit your paper in PDF format**
- If you submit a paper that contains any information identifying you or your co-author(s), the paper shall be removed from the system, and you will be invited to resubmit. It will be YOUR responsibility to resubmit.
- **your submission meets all the requirements of the Submission Rules (please click here to view the rules).**

Multiple submissions
By EAA policy, each individual is limited to one personal appearance on the programme as a Presenting Author . This policy implies that an author can submit and present one paper only. However, this author can be a co-author of other submitted papers.

NOTE: To begin, click on the Create a Profile button. Once you create your profile, you will be logged directly in to submit your abstract. You will also receive a confirmation email with your password. You may update your password at any time by clicking on "Update Profile".

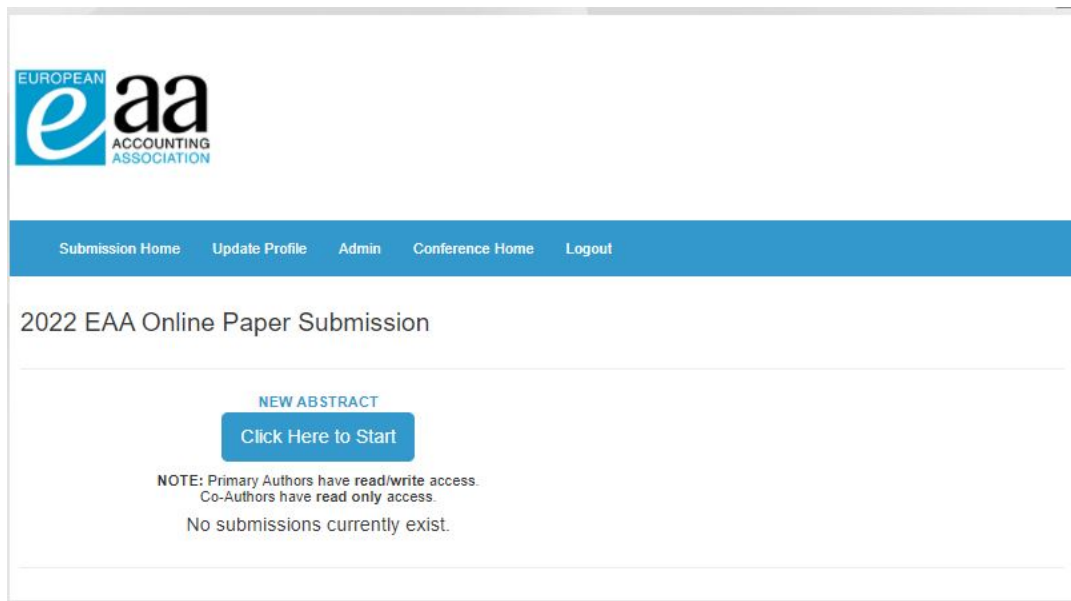| FIRST-TIME USER	RETURNING USER
Click Here to Create a Profile	Enter your email and password to access your account.
	Email Account Email
	Password Account Password
	Login
	Reset Password

2. As a First-Time User of the new EAA submission system, click on the "Create a Profile" button. Once you will have created your profile, you will be logged in (you will also receive a confirmation email with your password. You may update your password at any time by clicking on "Update Profile").

3. On the submission page, click on the "Click here to start" button.

4. When you are on the 2021 EAA Online Paper Submission page, click on the "Start Paper" button and fill in the submission form.

5. When you have filled in all the fields, click on the "Submit Paper" button at the end of the submission form. A pop-up message on your screen, which informs you that your paper has been submitted and was allocated an ID number, will be followed by an e-mail confirmation (t*hanks for checking your spam box in case you do not see any message in your inbox*).

6. You can add your co-author(s) by clicking on the "Author" button on the pop-up message. **If you do not have co-author(s), please skip this step.**

   A) If your co-author(s) has already submitted a paper, his/her profile will have already been created in the submission system. To add him/her as a co-author to your paper, scroll down to the "Add Existing Contact Profile as Co-Author" button and type the co-author's last name in the box. Next click on the "Add Co-Author" button.

   Repeat this step for each co-author. Each co-author will also receive a confirmation email with your contact information.

   B) If your co-author(s) do(es) not yet have a profile in the submission system, to add them please go to the "Add / Edit Authors" page, next to "Add New Author" and next to "Add New Contact Profile as New Author". Each contact must have a unique email address. Please fill in only the mandatory fields, i.e.

- Prefix
- First name
- Last name
- Email
- Affiliation

Repeat this step for each co-author. Each Co-Author will receive a confirmation email with your contact information.

Each time you enter a co-author, a pop-up message entitled "Authors Updated" appears on the screen showing the list of authors. If you want to add/edit co-author(s), click on the "Add/Edit Authors" button and repeat the step 6A or step 6B.

7. When you have entered all your co-authors, go back to the top of the page (upper right corner) and click on the blue button "Click here if you are finished editing your co-authors" to finalise your submission.

8. You will receive a pop-up message on your screen saying:

    You have finished editing Paper ID # XX
    You may edit your submission until the submission deadline.
    It is safe to log out now.

    It also says that "You have reached the maximum amount of submissions allowed" in line with the EAA policy, whereby you are allowed to submit one paper only.

9. You can edit your submission and co-author(s)' information until the submission deadline (December 1, 2021 - 12:00 midnight GMT) by logging in to the submission page as a "Returning User".

10. For any question regarding your submission, contact Baha Diyarov, the EAA Paper Review Coordinator, via email: baha.diyarov@eiasm.be.