



## How to submit your paper

As mentioned in the EAA submission rules ([http://www.eaacongress.org/r/submission\\_rules](http://www.eaacongress.org/r/submission_rules)), authors who want to submit a paper must be **EAA members** in the year of the congress for which they submit. If you want to submit a paper for the EAA Annual Congress 2019 and you are not yet an EAA member 2019, you have to subscribe for membership 2019 before being allowed to submit.

### 1. If you are not yet an EAA member 2019

If you are not a member EAA for the year 2019, you will be automatically redirected to the EIASM/EAA Login/Profile webpage.



#### EIASM/EAA Login/Profile

The paper submission for the **EAA 2019 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:

Back to [EAA 2019 Annual Congress homepage](#)

- 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](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 2019, 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 2019

1. If you are a member EAA for the year 2019, 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 be directed automatically to the EAA 2019 submission page.



We look forward to welcoming you to Paphos, Cyprus!

Welcome to the online paper submission for the 42<sup>nd</sup> 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 2019, 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 author information is mentioned on the 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 at most one paper. 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 paper. 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**

[Click Here to Create a Profile](#)

**RETURNING USER**

Enter your email and password to access your account.

Email

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 2019 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 (*thanks 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), skip this step.**

A) If your co-author(s) already submitted a paper, his/her profile will already exist 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 not yet have a profile in the submission system, to add them 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” as per the EAA policy you are allowed to submit only one paper.

9. You can edit your submission and co-author(s)’ information until the submission deadline (December 1, 2018 - 14:00 CET Time) by logging in to [the submission page](#) as a “Returning User”.
10. For any question regarding your submission, contact Nicole, the EAA Paper Review Coordinator, via email: [coopman@eiasm.be](mailto:coopman@eiasm.be).