Contents

LOADING A DRAFT PAPER

To submit a paper, you need to first locate the conference that you wish to participate.

Select the "Submit Abstract" button

If you are not already logged in, you will see a prompt on the left side to login, use the "Login with ASME" button:

This will bring you to the login page:

Sign In

What is your e-mail address?

| @asme.org |

Please enter a valid email address

Do you have an existing ASME account?

○ **No,** I am a new customer

● **Yes,** my password is

| ·········· |

Continue

Forgot your password   **Start Over**

The color of the submission link changes, depending on the status of the conference you selected. Just underneath announcements or the keynote speakers list will be a "Submit an Abstract" link.

Submit an Abstract

If you have already begun a submission, you can select the option to review past submissions. To begin a new submission use the link for submitting a new paper.
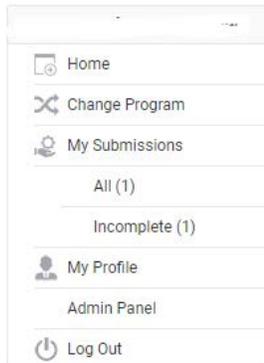
Home	Note: You have already started a Submission that is not yet complete.
Change Program	Click here to review your past Submission(s)
My Submissions	Click here to begin a new Submission
All (1)	
Incomplete (1)	
My Profile	
Admin Panel	
Log Out	

In the next screen you will be prompted to enter your contact information, when ready click "Save and next".

Prev   Save   **Save and Next**

In the next screen you will be prompted to identify the following details:

Select Track from the dropdown menu.

Provide an abstract

Select Paper Type

Select Region from the dropdown menu.

The Submission Title (instructions for changing paper title)

You will be asked to agree to the following statement:

Statement *

I understand that, pursuant to ASME Policy 12.1, in order for this paper to be published in the official ASME archival Proceedings, which are registered with the Library of Congress and are also published in the ASME Digital Collection, this paper must be presented at the Conference by an author/co-author of the paper. If this criteria is not met, I cannot cite this paper as a published paper, and if deemed by reviewers to be of journal quality, it cannot be submitted to or considered by any journal as an ASME Conference paper.
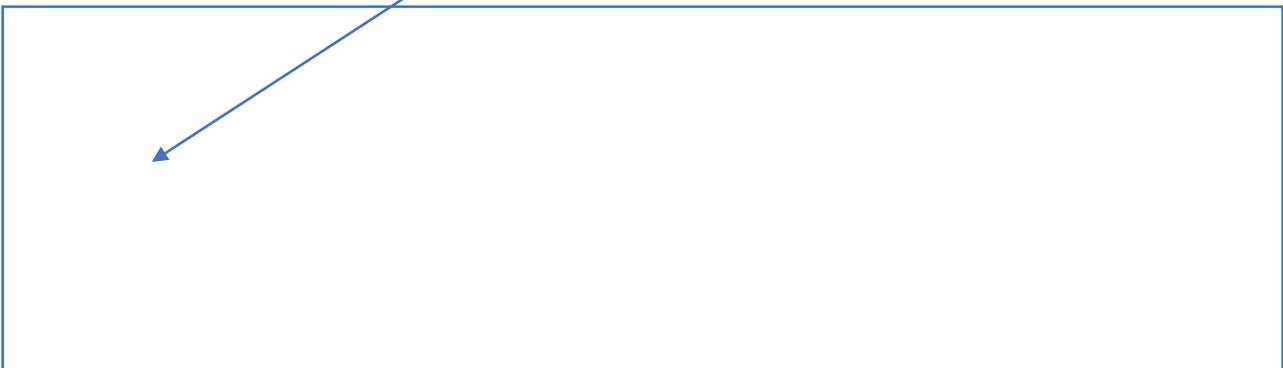
☐ I agree

Then click "Save and next"

Prev   Save   **Save and Next**

You are then required to add all co-authors and agree that all authors are added prior to moving to the next screen.

NOTE: You will NOT be allowed to add authors later in the revision process.

Please add your co-authors now.

As the corresponding author, you agree that you will not be able to add any co-authors after clicking the "save and finalize" button.

☐ I agree

Authors

An author can only be listed as a presenter on 2 submissions.
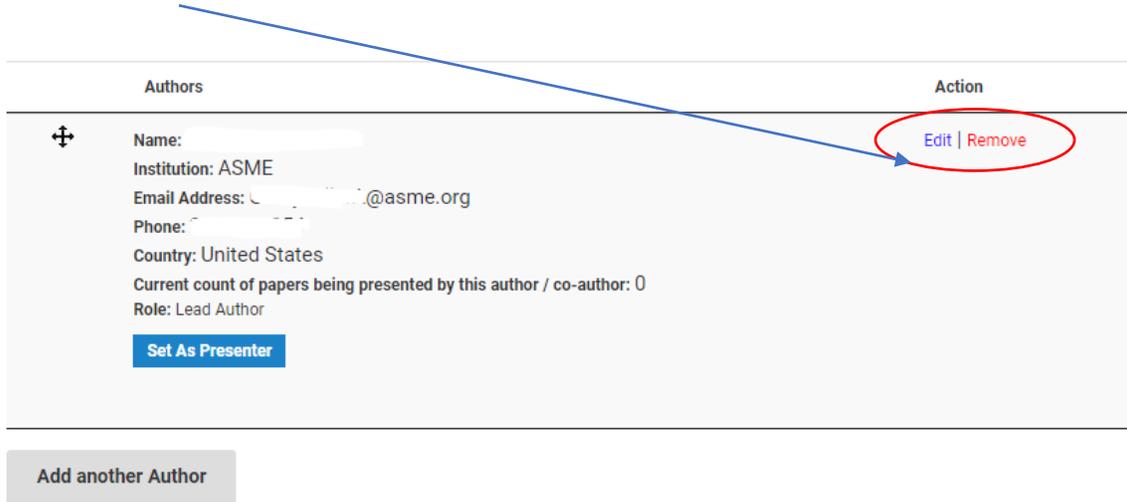
Drag and drop the author into the order in which they should appear.

To add additional co-authors click on "Add another Author" underneath the last author listed.

Authors	Action
✛ **Name:** _____ **Institution:** ASME **Email Address:** C_____@asme.org **Phone:** _____ **Country:** United States **Current count of papers being presented by this author / co-author:** 0 **Role:** Lead Author **Set As Presenter**	Edit | Remove

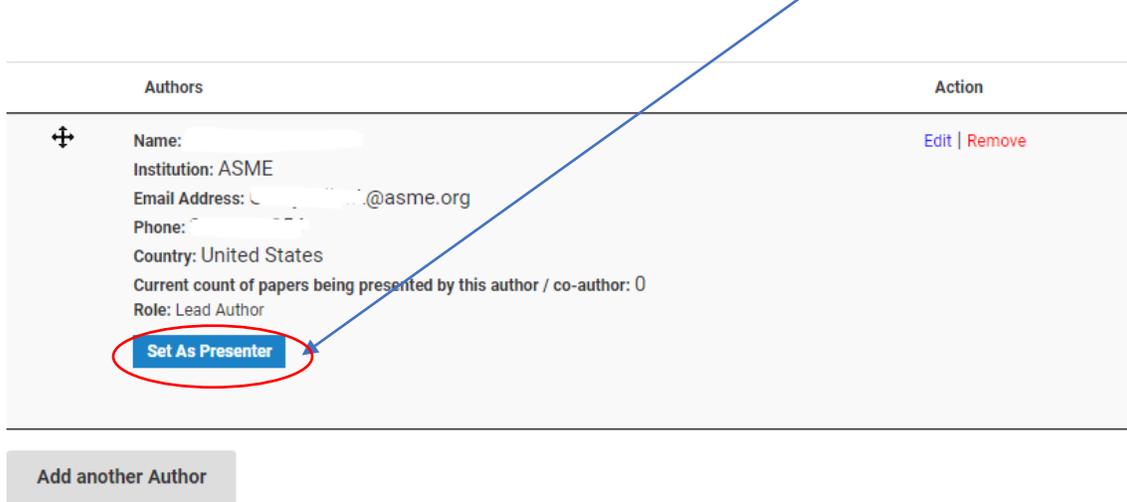**Add another Author**

To edit the information on an author listed or remove an author you've previously listed, select "Edit" or "Remove"

To identify an author as the presenter for your submission, select "set as presenter button".

To adjust author order, use the arrows to drag and drop authors into the correct order.

If you forget any required fields they will be marked in red, and you will not be able to progress until the required information is entered.

Identify each author as either "Lead Author" or "Co-Author"
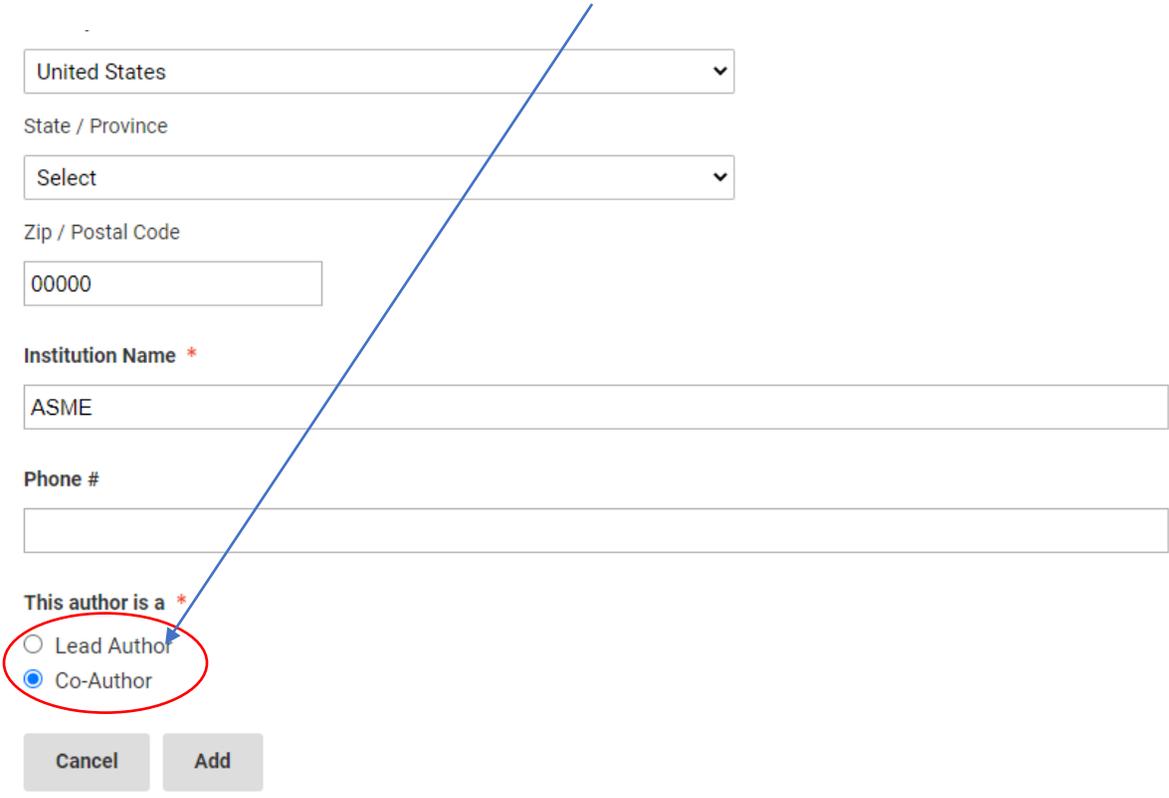
United States

State / Province

Select

Zip / Postal Code

00000

Institution Name *

ASME

Phone #

This author is a *

○ Lead Author
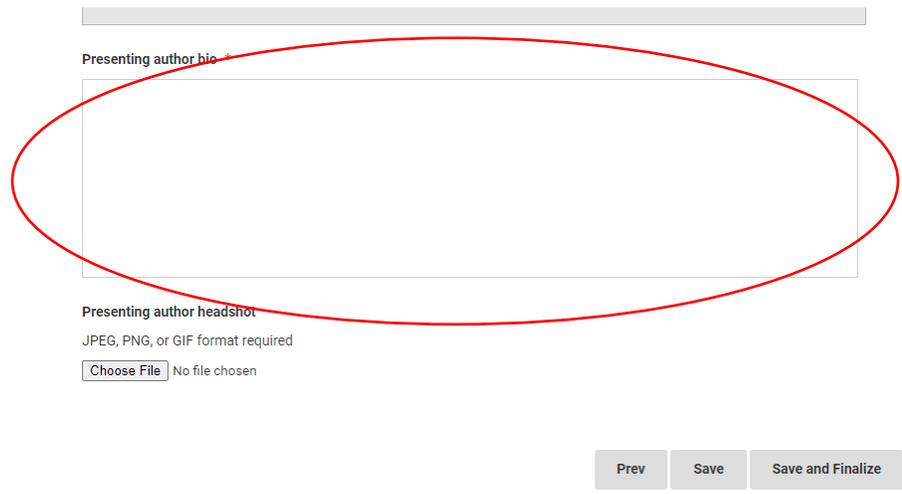● Co-Author

Cancel   Add

For the presenting author you will need to complete an additional form with the same contact information for the presenting author.

In addition you will need to provide an author Bio and a presenting author headshot.

Presenting author bio *

Presenting author headshot
JPEG, PNG, or GIF format required
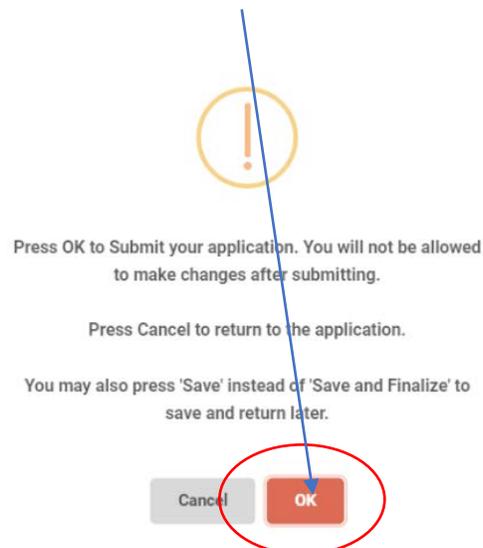Choose File | No file chosen

Prev   Save   Save and Finalize

Keep in mind that the presenting author bio is different than the Biography that is listed for each author. The presenting author bio details only appears for the one submission.

If any information was missed in the previous stages, you will be prompted to complete those sections before you can select that "save and finalize" link

| Prev | Save | Save and Next | Save and Finalize |
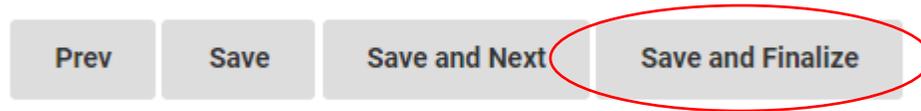
Prior to moving forward, you will see a warning notification, reminding you that changes can't be made to submissions after you click "okay". It is really important that you don't use placeholder details for conference submissions.

Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

| Cancel | OK |

Once you click "okay" you've submitted a paper into the conference.

Loading revised Draft papers

Occasionally reviewers will ask authors to make revisions to their draft submissions, while not always required there is a deadline for submission of revised draft papers. If you did not need to submit a revised draft paper, you will still need to submit a final .pdf.

If there is an issue with formatting that requires a revised final .pdf then this request is made directly to the contact author. These solicited requests will include a specific deadline and instructions on how to revise and submit the revised paper. No additional revisions will be allowed. Revisions requested by ASME staff will be handled directly by the staff that is requesting the revision.

All revisions to an accepted conference papers would need to would go back to reviewers for comment. Due to extremely tight time constraints for conference submissions, we do not have the ability to allow authors to redo the review process on conference papers.

Additionally, all papers that are published on the digital collection are considered final representations. If your requested change is serious, then you may follow our retraction(withdraw) process to request removal of your published submission.

Plagiarism Check (iThenticate)

All submissions are run through plagiarism filters to ensure that information in conference papers has not been previously published due to copyright laws.

When a paper is determined to have a high duplication, it will be removed from the conference. All conference submissions must be non-published material, this does apply to self-plagiarism.

> If the submission is flagged, then the paper will be removed from the conference.

All authors submitting content for presentation and publication are expected to be aware of and abide by ASME's Ethical Publication Standards, which address plagiarism issues.