



**APMAA**  
Asia-Pacific Management Accounting Association

**2017 (13th) Annual Conference**

November 6th(Monda) – 9th(Thursday), 2017

Venue: Xuhui Campus of Shanghai Jiao Tong University, China

Organized by Shanghai Jiao Tong University

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## Help Manual for Paper Submissions

### Submit New Paper

This Topic will help guide an Author in creating a new Submission.

*Note: Use the Author Console for these functions. If you have a slow internet connection you can use the lightweight submission wizard.*

- Create a CMT account using New User Sign Up link
- Log in to Author Console using CMT account
- Open Submission Wizard by clicking "Create a new Paper Submission" link
- Select a track if the conference has multiple tracks
- Enter paper title and abstract
- Use "Add Author" to Enter additional paper authors (use arrows to change Author order)
- Enter applicable subject areas if required
- Upload paper file if it is ready - Browse for and select file - Click "Upload"
- Answer additional submission questions if configured by Chair
- Confirm the submission details in the "Submission Summary"
- Optionally select to send confirmation email to self or all authors
- Click "Enter Conflicts of Interest" button to select conflicts of interest if required

*Note: From the Author console you can check "View Conference Track Status" link to verify Conference deadlines and enabled activities*

### Edit Paper Submission

This Topic will help guide an Author in Editing an existing Submission.

*Note: Use the Author Console for these functions. Select a "Quick Edit" link for a submission you want to edit to change "Paper Details", "Change Track" or change "Reviewer Conflicts of Interest".*

- Log in to Author Console
- Find the paper and click on edit icon/link to enter submission wizard
- Navigate by using the buttons "Next" or "Previous" or from the list of submission details.
- Make changes to the submission
- Confirm the submission details
- Click Finish to complete editing the submission
- View a Printable submission summary

*Note: Author can click on the "Upload File" link for the paper from Author Console to upload submission file without using submission wizard*

- Add Authors

*Note: From the Author console you can check "View Conference Track Status" link to verify Conference deadlines and enabled activities*

### **Submit Author Feedback**

This Topic will help guide an Author in submitting Author Feedback.

Note: Use the Author Console for these functions.

Log in to Author Console

Click on "View Reviews" to view review comments visible during Author Feedback.

Click on "Add Author Feedback" to go to "View/Edit Author Feedback".

Answer Author Feedback questions and submit.

*Note: After Author Feedback is submitted, Authors can use "View Author Feedback" link to view answers to Author Feedback questions or use "Edit Author Feedback" link to edit the answers.*

### **Camera Ready Paper Submission**

This Topic will help guide an Author in submitting a Camera Ready Paper.

*Note: Use the Author Console for these functions.*

- Log in to Author Console
- Click on edit camera ready paper link to enter Camera Ready Submission Wizard
- Enter camera ready paper title and abstract
- Enter camera ready paper authors

- Upload camera ready paper file
- Answer additional camera ready submission questions
- Confirm the camera ready submission details
- Click Finish to submit the camera ready paper submission
- View/Print submission summary

*Note: Make certain the submitted format is compliant with the conference specifications*

## **Visa Invitation Request Management**

This topic helps with Visa Invitation Requests.

Currently Visa Letter is only available for download in .docx format. It can be converted to PDF file in Office Word.

### **1. Author submits request for Visa Invitation Letter:**

- During Paper Notification (Author Notification Activity is marked as Complete and deadline set to the past), Author selects "Request/Download Visa Invitation Letter" from Author Console.
- Enter Full name as appeared in Passport.
- Select the checkbox "I would like to receive a hard copy" if author wants to receive a hard copy of the letter. If this checkbox is selected, user needs to enter the mailing address for delivering the hard copy.
- Click "Save Changes".

### **2. Author downloads Visa Invitation Letter:**

If a request is approved, Author can select "Request Visa Invitation Letter" to download Visa Invitation Letter from Author Console.

### **CMT help link:**

<https://cmt.research.microsoft.com/Cmt2Help/public/HelpTopic.aspx?getall=true&role=author&type=hlptpc&email=anonymous>