



Author's Guide to the Paper Process

Congratulations on the acceptance of your abstract for I/ITSEC! Obviously, this is only the first step towards producing your I/ITSEC paper and presentation. You should have been contacted by an I/ITSEC subcommittee member assigned to your paper. This "Birddog" will assist you through the paper submittal process. Along with your Birddog, the [Author's Kit](#) will guide the production of your paper in the format required by I/ITSEC. If you haven't heard from your bird dog, please notify Eliot Winer, Program Chair (ewiner@iastate.edu).

Process Overview

The first thing you need to do is to identify the Clearance Release Authority for your paper and confirm the time that will be needed to obtain the required approvals. In some organizations, it can take up to six weeks, so **please start early!** As you develop your paper, send interim drafts of your paper to your Birddog for review. When your paper is complete, obtain appropriate approvals and submit in PDF format before the Paper Due Date (21 June). The I/ITSEC Subcommittee (including your Birddog, who is your paper's advocate in the review process) will convene in July and review each paper for acceptance. When your paper is accepted, additional enhancements may be requested by the subcommittee. Those enhancements are due with the Final Paper Update.

Important dates for 2021:

3 May	Paper Submittal Opens
21 June	Paper Due Date – Paper Submittal Closes
16 July	Clearance Release Form Due
27-28 July	Paper Review Meeting
6 August	Authors Notified of Paper Acceptance
27 August	Final Paper Updates Due from Authors

Role of the Birddog

The primary role of your "Birddog" is to assist you in any manner in the preparation of your paper and presentation. Another major role is to serve as the liaison between you and the entire I/ITSEC Subcommittee. If you have questions, comments, or need clarification on any subject between now and the I/ITSEC Conference, please let your Birddog know. Your Birddog will be in touch with you periodically to monitor your progress and to see if you have questions or issues. E-mail may be used as the primary means of communication. Additionally, your Birddog will be the advocate for your paper at the Paper Review Meeting. Your Birddog will introduce your paper to the committee and will provide an overall summary of its contents prior to the vote on acceptance. To help promote a successful outcome, send interim drafts of the paper as you write it to your Birddog. If for any reason you have difficulty in corresponding with your Birddog, please contact your Subcommittee Chair. Their contact information can be found at <http://www.iitsec.org/about/Leadership/Subcommittees>.

Paper Format

The paper formatting template included in the Author's Kit provides content guidance and page layout instructions. Please note that the template uses a single column format for the text main body. Pay particular attention to the references section. Provide references to the foundation of previous work on which your paper is based. A paper with no references typically indicates the author has not done due diligence in searching out previous works.

Your I/ITSEC paper must be submitted in PDF Format. A PDF is an open file format specification, you can use a variety of tools to generate your document as a PDF file. However, your document must be readable by Adobe Acrobat Reader. After creating a PDF file, please open the PDF and check that the conversion to PDF has NOT changed any figures or spacing and to ensure the page layout is what you want. Included with this Author's Kit is the Adobe PDF Generation Guide which provides additional guidance and some PDF tool generator suggestions.



It is a good idea to generate and distribute drafts for review in PDF format to become familiar with the process prior to the Paper Due Date. **PLEASE NOTE:** Convert your word file DIRECTLY into a .pdf (take an open word file and use Adobe printer or a converter to create the PDF). Do not scan into a printer to create the .pdf as that “locks” the file and we cannot edit. Ensure that there is no security on your PDF file.

Paper Evaluation Criteria

Review the paper evaluation criteria included in the Author’s Kit to ensure your paper meets the content guidelines. In particular, if your paper is not much more than a sales pitch, it will be rejected.

Clearance Release Form

Do not underestimate the amount of time it may take to identify the appropriate approving authority and the amount of time needed for review and approvals. Your paper may need to be completed weeks prior to the Paper Due date for review and approval. Submit your Clearance Release Form (with appropriate signatures) on/before the Clearance Release Form Due Date (16 July). Clearance release forms will be submitted with your paper through the online submission portal.

Paper Submittal

Paper Naming Conventions: For tracking purposes, it is VERY IMPORTANT that you follow these instructions in naming your file. Your abstract was assigned a reference ID (REF ID). The REF ID is used for tracking and all communications regarding your abstract and paper. If you are unsure of your REF ID, contact your Birddog immediately.

The file name of your paper must be the REF ID assigned first to your abstract. In addition to this being the file name, use the REF ID as the “Subject Line” on all e-mail correspondence.

REF ID Examples: 20012.pdf (Note: “20” designates the year, and “012” indicates the order in which the abstract submission was received.)

Zip Files: If compression is needed, please use WINZIP. When zipping your paper, please follow the above naming conventions to name your document file. Then, just name your .zip file the same as your document file.

ZIP File Example: 20012.zip

Submittal:

Virus Check: All files MUST be virus checked prior to submitting them to I/ITSEC. If you find a virus in your file, DO NOT send it. Any files submitted with a virus WILL NOT be accepted!

You will submit your paper in PDF format via the same portal as your Abstract, using the same login and password. You can find this link at www.iitsec.org/get-involved/authors/submission-information

Clearance Release Form will be submitted with your paper through the online portal, start early!

Final Paper Updates

When your paper is accepted, you may be requested to make some minor modifications prior to publication. When you do so, coordinate these with your Birddog, and follow the same paper submittal instructions above. However, do not assume that you will have this opportunity. Your paper should be in its final form, ready for publication prior to the Paper Due Date.