Author’s Guide to Paper Trail

Using Paper Trail to Manage Your Submissions (Abstracts, Draft, Final Paper, and Presentation)

*This guide includes details regarding the change in the paper review process (Page 8)
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1. Accessing Paper Trail through the NACE Web site

Access the NACE member portion of the Web site at this link: [http://web.nace.org](http://web.nace.org). Log in to the Web site using your NACE username and password. If you don’t know these, please contact NACE First Service at 281-228-6223 or firstservice@nace.org. Do NOT create a new username and password if you know you already have an account. This will create duplicate records and may create complications for you later. From the left side of the Profile page, click on the “Paper Trail” button.

After clicking the “Paper Trail” button, you will see a button appear on the screen labeled “Paper Trail Author Portal.” Click on this button.
2. Your Submissions

1. You will see a list of the abstracts and/or papers you have submitted along with due dates. Click on the title of the abstract or paper you wish to manage.

   **Please note:** Only the presenting author has the ability to manage abstracts or papers. If you are a secondary author, you will have read-only access to the Paper Trail system through the “Secondary Author Papers” portal.

![Image of Paper Trail system with abstract and paper details]

2. Once you enter your symposium, you will see a number of tabs at the top of your screen through which you will be able to view your abstract status, submit your draft and final papers, upload your presentation, etc. **Please note:** The buttons are not accessible until you have moved forward in the process, i.e., your abstract or draft paper has been approved.

![Image of Paper Manager with abstract and paper options]
3. Managing your Abstract

1. After clicking on your paper title, the first screen you will be taken to is the abstract screen. From this screen, you can review the text of your approved abstract or add or remove secondary authors.

2. To add secondary authors to your submission, click the magnifying glass, type in the author’s name, and then click “Select” to choose your secondary author. **Important: You must click the plus sign button (+) to add the individual.** Once you have finished adding authors, click “Save.”
4. Managing Your Draft Paper

1. Please refer to the Technical Program Manual for Authors for instructions on formatting for the paper and then check the Technical Program Manual Acknowledgment box found under the “Bio and Copyright” tab. By checking this box, you understand that if you do not comply with the requirements, your paper may not be published by NACE.

2. Once you have completed the Technical Program Manual acknowledgment and the symposium chair has graded all abstracts in a symposium, you can submit your draft paper by clicking on the “Draft” tab at the top of the screen. **Please note: The draft tab will not be available to you until you have checked the Technical Program Manual Acknowledgment box and your chair has finished grading all the abstracts in his or her symposium. You should be using the word document template found on the “Resource” tab to write your draft paper.**

3. The draft paper should be in Word format. To upload your draft, click on the “Browse” button. You can add comments for the symposium chair and/or paper reviewers in the “Author’s Comments” field.
4. When you are satisfied with your paper and have added any comments, click on the “Submit” button. You and the chair will be notified that you have submitted a draft paper.

You will receive an e-mail from the Paper Trail system stating that your draft has been received:

My Draft Paper.docx has been successfully uploaded to the Paper Trail management system.

Please be aware of the following date(s):

- Draft Due Date: M/DD/YYYY
- Final Paper Due Date: M/DD/YYYY
- Presentation Due Date: M/DD/YYYY

Use the Paper Trail Management Tool to view these changes.
5. After your paper reviewer and chair have reviewed your paper, the chair will change the status to Accepted, Rejected, Returned for Revisions, or Withdrawn. You will receive an e-mail notification of the change.

If the chair returns your paper for revisions, you should incorporate the changes and upload a new document. The system will track your revisions and add a new tab at the top of the screen under the "Drafts" tab for each separate revision of the draft (e.g., 1st, 2nd, etc.) until it is approved or rejected.

NEW REVIEW PROCESS IMPLEMENTED AT CORROSION 2017 – NACE staff members will no longer participate in the review process of technical papers. The Technical Program Manual has been revised to streamline requirements and reduce the number of redundancies found in previous versions of the document. NACE staff is still available to address any questions relating to commercial bias or any other concerns. Paper reviewers are responsible reviewing the accuracy of technical content and identifying any commercial bias that may be present. **Commercial bias includes any reference to trade names, company names or product names. No more than ONE reference may be made to any product, company, etc., in the paper or presentation.** Detailed guidelines for symposium officers, reviewers, and authors can be found in the Technical Program Manual that is revised annually. Reviewers are **NOT** expected to review technical papers for grammatical errors or sentence structure. The grammar and sentence structure of the paper is the responsibility of the primary/presenting author.

**Requests for Revisions**

You will receive the following e-mail from Paper Trail:

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**Paper Trail**

**Paper Management System**

<table>
<thead>
<tr>
<th>Document Number</th>
<th>C201X-6185</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>My Draft Paper</td>
</tr>
</tbody>
</table>

**A reviewer has posted a comment on this paper.**

Please be aware of the following date(s):

<table>
<thead>
<tr>
<th>Draft Due Date</th>
<th>Final Paper Due Date</th>
<th>Presentation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/DD/YYYY</td>
<td>M/DD/YYYY</td>
<td>M/DD/YYYY</td>
</tr>
</tbody>
</table>

Use the Paper Trail Management Tool to view and respond to the reviewer comment.
Once you log into the Paper Trail system and click the “Draft” tab, you will have the option to view comments under the “1st” tab, and to upload a revised draft under the “Upload 2nd” tab.
Paper Acceptance

You will receive the following e-mail from Paper Trail:

Once you log into the Paper Trail system, you will be prompted to upload your final paper in PDF format using the “Final Paper” tab.
6. Insufficient time to prepare a written paper is not a valid reason for missing the paper submission deadline; however, in extreme cases, if you find that you cannot complete your draft or final paper on time, you can request an extension. Requests for extensions must be approved at least 10 days before the deadline.

7. Extensions for draft papers must be approved by the symposium chair. A maximum draft paper deadline extension of two weeks is allowed, and only ONE deadline extension may be requested (for example, if you request an extension to upload your draft paper, you cannot receive an extension for the final paper).

To request an extension, click on the "Request Extension" button located in the Draft or Final Paper screens. The chair will be notified to review your request.

5. Managing Your Copyright and Submitting Biographical Information

1. Before you submit your final paper, you must submit your biographical information and complete your copyright agreement.
2. The biographical information will be used by your symposium chair to introduce you at the conference. To submit this, click on the "Bio and Copyright" tab, type your biographical information, and click the "Save Bio" button.

3. The copyright agreement can also be found in the "Bio and Copyright" tab. Please note: The final paper tab will not be available to you until you complete your copyright agreement.
4. Click on the “Agreement.pdf” link to download the copyright agreement (at the bottom of the page).

5. Enter your NACE password on the “Bio and Copyright” tab below the “Agreement.pdf” link to electronically authorize your copyright form. If you or any of your secondary authors are government employees, please check the box under the “Government Acknowledgement” heading.

6. Managing Your Final Paper

1. Once the symposium chair has approved your draft paper AND you have completed your copyright and submitted your biographical information, you may submit your final paper by clicking on the “Paper” tab at the top of the screen. Please note: the final paper tab will not be available to you until you and the chair have completed these steps.

2. Please refer to the Technical Program Manual for Authors for instructions on formatting for the paper.

3. The final paper should be in PDF format. To upload a file, click on the “Browse” button. You can add comments for the chair in the “Author’s Comments” field.
When you are satisfied with your paper, click on the “Submit” button. You and the chair will be notified that you have submitted a final paper.
You will receive an e-mail from the Paper Trail system stating that your final paper has been received:

My Final Paper.pdf has been successfully uploaded to the Paper Trail management system.

Please be aware of the following date(s):

<table>
<thead>
<tr>
<th>Draft Due Date</th>
<th>Final Paper Due Date</th>
<th>Presentation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/DD/YYYY</td>
<td>M/DD/YYYY</td>
<td>M/DD/YYYY</td>
</tr>
</tbody>
</table>

Use the Paper Trail Management Tool to view these changes.

After your paper reviewer and chair have reviewed your paper, the chair will change the status to Accepted, Rejected, Returned for Revisions, or Withdrawn. You will receive an e-mail notification of the change. If the chair returns your paper for revisions, you should incorporate the changes and upload a new document. The system will track your revisions and add a new tab at the top of the screen under the “Paper” tab for each separate revision of the draft (e.g., 1st, 2nd, etc.) until it is final approved or rejected.
Requests for Revisions

You will receive the following e-mail from Paper Trail:

Once you log into the Paper Trail system and click the “Final Paper” tab, you will have the option to view comments under the “1st” tab, and to upload a revised draft under the “Upload 2nd” tab.
Paper Acceptance

You will receive the following e-mail from Paper Trail:

Once you log into the Paper Trail system, you will be prompted to upload your presentation in .ppt or .pptx format using the “Presentation” tab. **Note:** If your final paper has been marked as “Approved” the system will only then allow you to upload a .ppt or .pptx file. If for any reason you need to upload a revised final paper, you must contact NACE staff to assist you with this process. The system will not allow you to upload an additional .pdf file.

5. Insufficient time to prepare a written paper is not a valid reason for missing the paper submission deadline; however, in extreme cases, if you find that you cannot complete your draft or final paper on time, you can request an extension. Requests for extensions must be approved at least 10 days before the deadline.
6. Both the chair and your Program Coordinator must approve extensions for final papers. A maximum draft paper deadline extension of two weeks is allowed, and only ONE deadline extension may be requested (for example, if you request an extension to upload your draft paper, you cannot receive an extension for the final paper).

To request an extension, click on the “Request Extension” button located in the Final Paper screen. The Program Coordinator will be notified to review your request.

7. Managing Your Presentation

1. Once your final paper has been approved, the “Presentation” tab will become available to you. You should submit your presentation in PowerPoint format. Your presentation must utilize the PowerPoint template provided on the “Resources” tab. PowerPoints that utilize templates containing company names and/or logos on every slide will not be accepted. The company name or logo can be mentioned ONCE in the entire presentation.

2. Please refer to the Technical Program Manual for Authors for instructions on formatting for the presentation.

3. Browse to upload the file, add any comments you wish to transmit to the symposium vice chair in the “Author’s Comments” field, then click on the “Submit” button.
4. When you are satisfied with your presentation file, click on the “Submit” button. You and the chair will be notified that you have submitted a presentation file. You will receive an e-mail from the Paper Trail system stating that your presentation has been received:
Requests for Revisions

You will receive the following e-mail from Paper Trail:

Once you log into the Paper Trail system and click the “Presentation” tab, you will have the option to view comments under the “1st” tab, and to upload a revised draft under the “Upload 2nd” tab.
**Presentation Acceptance**

You will receive the following e-mail from Paper Trail:

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**8. Accessing Resources**

1. **Resources** tab is where you will find any resource documents that NACE staff or symposium chairs upload for your use. Included under this tab will be resources such as the *Technical Program Manual*, *Technical Paper Templates*, *PowerPoint Templates*, *Spokesperson Policy*, etc.

2. **REMINDER: NEW REVIEW PROCESS FOR CORROSION 2017** – NACE staff members will no longer participate in the review process of technical papers. The Technical Program Manual has been revised to streamline requirements and reduce the number of redundancies found in previous versions of the document. *Commercial bias includes any reference to trade names, company names or product names. No more than ONE reference may be made to any product, company, etc., in the paper or presentation.* Detailed guidelines for authors can be found in the Technical Program Manual that is revised annually. Reviewers are **NOT** expected to review technical papers for grammatical errors or sentence structure. The grammar and sentence structure of the paper is the responsibility of the primary/presenting author.

3. If you have any questions about the resources or any part of the NACE Paper Trail system, we encourage you to contact us at any time at papers@nace.org.

Thank you for your participation!!