



## EasyChair Guidelines for Authors

This guide is intended to support authors during the submission process. It has three parts:

- Setting up an account
- Abstract submission
- Update your submission

If you do need help, please contact us at [csrevent@gate.sinica.edu.tw](mailto:csrevent@gate.sinica.edu.tw)

### Organizer



### Co-organizer

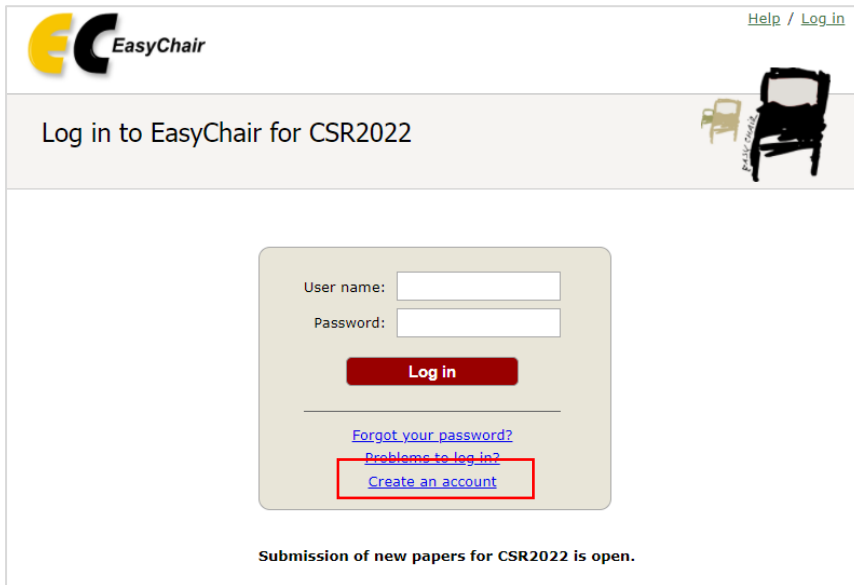


## 1. SET UP AN ACCOUNT

First, you will need to set up an account (username and password) as an author.

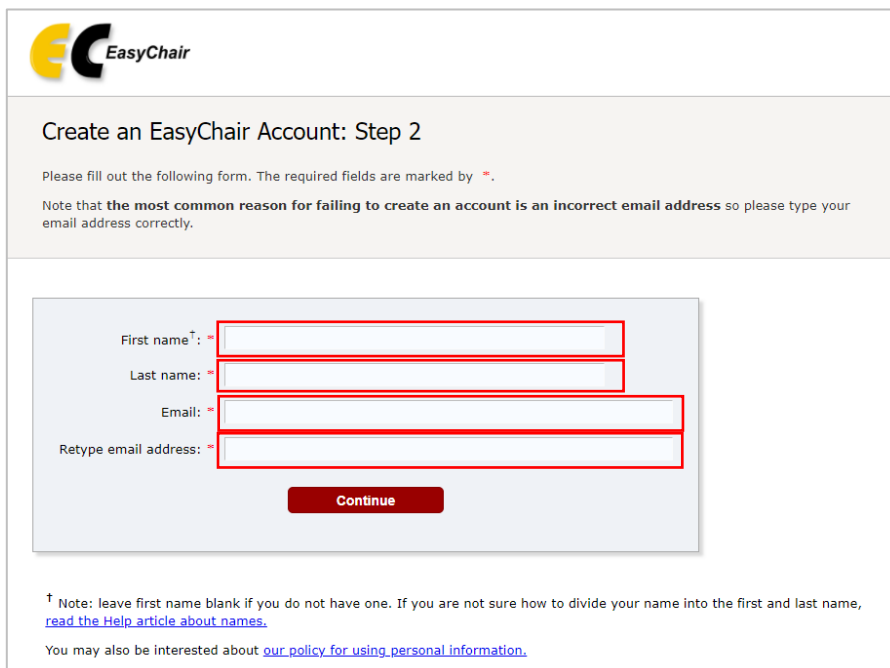
Go to CSR2022 submission page:

[https://easychair.org/conferences/?conf=csr2022\\_tw](https://easychair.org/conferences/?conf=csr2022_tw)



The screenshot shows the EasyChair login page. At the top left is the EasyChair logo. At the top right are links for "Help / Log in". Below the logo is a header area with the text "Log in to EasyChair for CSR2022" and a small illustration of a chair. The main content area contains a login form with two input fields: "User name:" and "Password:". Below these fields is a red "Log in" button. Underneath the button are three links: "Forgot your password?", "Problems to log in?", and "Create an account". The "Create an account" link is highlighted with a red rectangular box. At the bottom of the page, it says "Submission of new papers for CSR2022 is open."

Click on "Create an account", follow the provided instructions to verify and then click on "Continue". Complete the form.



The screenshot shows the "Create an EasyChair Account: Step 2" page. At the top left is the EasyChair logo. Below the logo is a header area with the text "Create an EasyChair Account: Step 2". Below the header is a paragraph of instructions: "Please fill out the following form. The required fields are marked by \*." and "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." Below the instructions is a form with four input fields: "First name\*", "Last name\*", "Email\*", and "Retype email address\*". Each input field is highlighted with a red rectangular box. Below the form is a red "Continue" button. At the bottom of the page, there is a footnote: "† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names." and a link to "our policy for using personal information."

You will receive a confirmation email. Use the link provided in the email to continue the account registration process.

Fill out all the required information (as shown in the following figure), and click the “Create my account” button to finalize the account registration process.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

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Enter your personal data.

First name<sup>†</sup>: \*

Last name: \*

Organization: \*

Country/region: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.*

Your personal Web page

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Enter your account information. Note that user names are case-insensitive

User name: \*


Password: \*

Retype the password: \*

**Create my account**

## 2. SUBMIT YOUR ABSTRACTS

- **Log in to the EasyChair website for CSR2022**  
[https://easychair.org/conferences/?conf=csr2022\\_tw](https://easychair.org/conferences/?conf=csr2022_tw)
- **Select “make a new submission” under Author title.**



Conferences CFP VCS Preprints Slides EasyChair

CSR2022 (2022 International Conference on Method Triangulation: Implications for Social Science Research)

You are logged in to CSR2022 (2022 International Conference on Method Triangulation: Implications for Social Science Research).

Use the links below to access CSR2022.


Author

- [make a new submission](#)

CFP

This conference has a call for papers on the EasyChair Smart CFP:

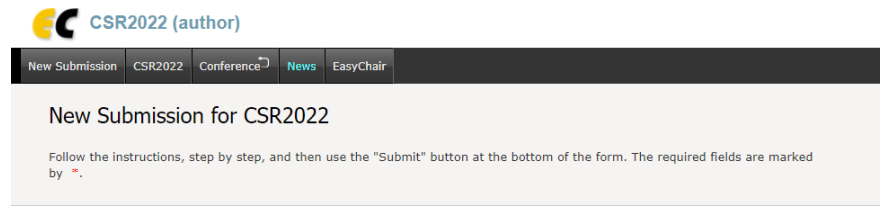
- [view call for papers](#)

 CSR2022: 2022 International Conference on Method Triangulation: Implications for Social Science Research  
Research Center for Humanities and Social Sciences, Academia Sinica  
Taipei, Taiwan, August 18-19, 2022

Conference website	<a href="https://survey.sinica.edu.tw/CSR2022">https://survey.sinica.edu.tw/CSR2022</a>
Submission link	<a href="https://easychair.org/conferences/?conf=csr2022_tw">https://easychair.org/conferences/?conf=csr2022_tw</a>
Abstract registration deadline	March 7, 2022
Submission deadline	March 7, 2022

● **Fill out information about each of the authors.**

You must use the same email address that you signed up with when creating the EasyChair account.



**Author Information**

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

A form for 'Author 1 (click here to add yourself)'. It contains several input fields: 'First name\*', 'Last name\*', 'Email\*', 'Country/region\*' (a dropdown menu), 'Organization\*', and 'Web page:'. At the bottom, there is a checkbox labeled 'corresponding author' which is checked.

● **Fill out the title and keywords for your paper.**

A form for 'Title' and 'Keywords'. The 'Title' section has a text input field and a note: 'The title should be entered as plain text, it should not contain HTML elements.' The 'Keywords' section has a text area and a note: 'Type a list of keywords (also known as key phrases or key terms), one per line to characterize your submission. You should specify at least three keywords.'

- **Select the topics for your paper**

**Topics**  
Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.

<input type="checkbox"/> Dual-frame Telephone Survey	<input type="checkbox"/> Probability and Non-probability Web Survey
<input type="checkbox"/> Mixed-mode Survey	<input type="checkbox"/> Automated content analysis
<input type="checkbox"/> Sentiment Analysis	<input type="checkbox"/> Questionnaire Design and Measurement
<input type="checkbox"/> Longitudinal Survey Methods	<input type="checkbox"/> Network analysis
<input type="checkbox"/> Experimental design	<input type="checkbox"/> Digital trace data analysis
<input type="checkbox"/> Others	

- **Upload your submission file.**

Please download the Submission Template from conference website. Fill out the form and convert it to PDF.

Conference website: <https://survey.sinica.edu.tw/CSR2022/>

**Files**

The following part of the submission form was added by CSR2022. It has neither been checked nor endorsed by EasyChair

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**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

**Ready?**  
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**



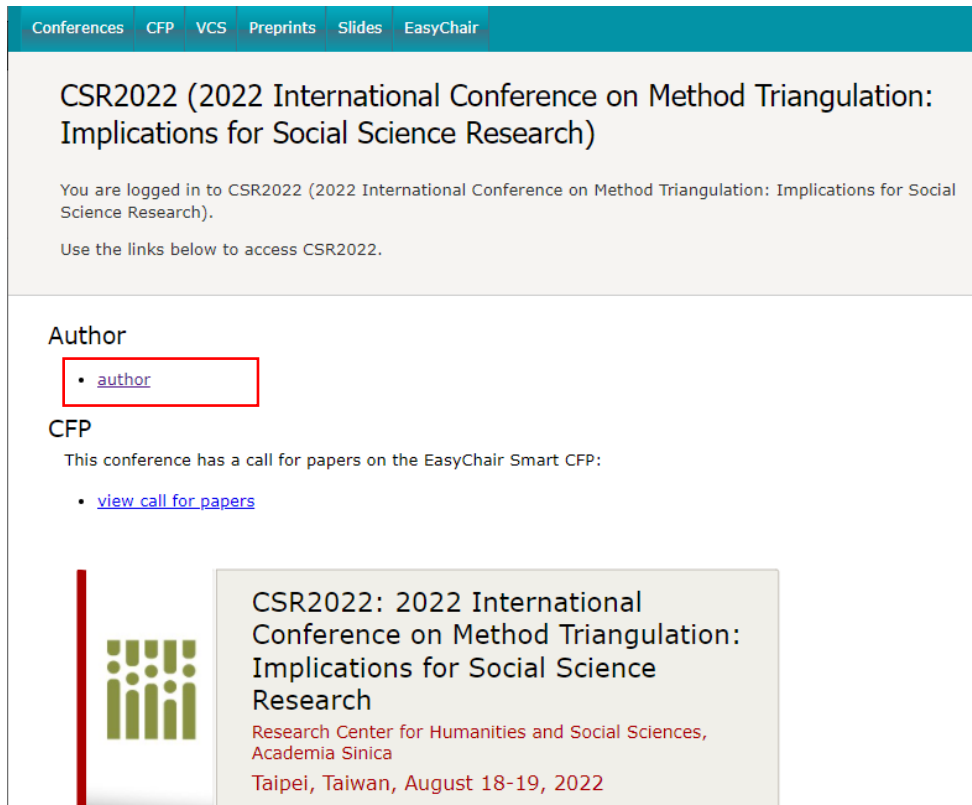
- **Finally, click on “Submit” to submit your abstract.**

After the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [csr2022-0@easychair.org](mailto:csr2022-0@easychair.org).

### 3. UPDATE YOUR SUBMISSION

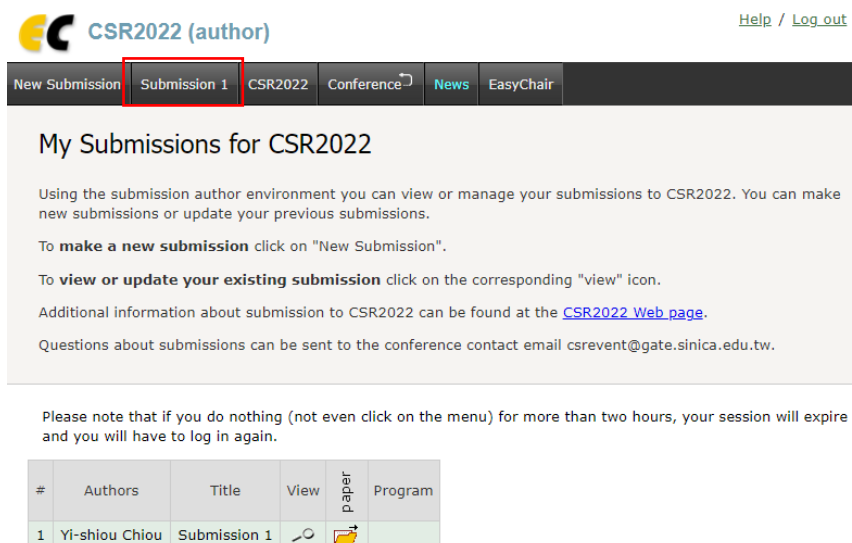
- **Log in to the EasyChair website for CSR2022**  
[https://easychair.org/conferences/?conf=csr2022\\_tw](https://easychair.org/conferences/?conf=csr2022_tw)

- **Select “author” under Author title**



The screenshot shows the EasyChair website interface for the CSR2022 conference. At the top, there is a navigation bar with links for Conferences, CFP, VCS, Preprints, Slides, and EasyChair. Below this, the conference title is displayed: "CSR2022 (2022 International Conference on Method Triangulation: Implications for Social Science Research)". A message indicates the user is logged in. Under the "Author" section, a list of roles is shown, with "author" highlighted by a red rectangular box. Below this, there is a "CFP" section with a link to "view call for papers". At the bottom, there is a conference banner with the title, location (Research Center for Humanities and Social Sciences, Academia Sinica), and dates (Taipei, Taiwan, August 18-19, 2022).

- **Select “Submission #” on menu bar.**




The screenshot shows the user's profile page on EasyChair. The navigation bar at the top includes "New Submission", "Submission 1" (highlighted with a red box), "CSR2022", "Conference", "News", and "EasyChair". The page title is "My Submissions for CSR2022". Below the title, there is a message explaining the submission environment and providing instructions on how to make a new submission or view/update existing submissions. A table at the bottom lists the user's submissions.

#	Authors	Title	View	edit	Program
1	Yi-shiou Chiou	Submission 1			

- **Use the links at the top-right corner to update your submission** if you want to update any information about the submission and authors or withdraw the submission.

The screenshot shows the EasyChair submission management interface for CSR2022. At the top, there is a navigation bar with links for 'New Submission', 'Submission 1', 'CSR2022', 'Conference', 'News', and 'EasyChair'. The 'News' link is highlighted. In the top right corner, there are links for 'Help / Log out'. The main content area is titled 'CSR2022 Submission 1'. Below the title, there is a message: 'If you want to **change any information** about your paper, use links in the upper right corner.' Below this message, there is a link: 'For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)' In the upper right corner of the main content area, there is a red-bordered box containing the following links: 'Update information', 'Update authors', 'Update file', and 'Withdraw'. Below the main content area, there is a table titled 'Submission 1' with the following data:

Submission 1	
Title	Submission 1
Paper:	 (Dec 09, 06:22 GMT)
Author keywords	keyword1 keyword2 keyword3
EasyChair keyphrases	full paper (70), revised paper (50)
Topics	Longitudinal Survey Methods
Submitted	Dec 09, 06:22 GMT
Last update	Dec 09, 06:22 GMT

Below the table, there is a section titled 'Authors' with a table with the following columns: 'first name', 'last name', 'email', 'country', 'affiliation', 'Web page', and 'corresponding?'.