

# Instructions for Formatting and Uploading a Call for Paper Proposal for the CBAA 2012 Conference

## **PART 1: Creating Your Abstract**

1. Open a new blank document in Microsoft Word.
2. Type your 250-word abstract.
  - a. Double check to make sure you did not include your name on this document.
3. Save the file with the file name as the title of your paper – NOT your name.
  - a. Ex: LetterpressAndDigitalPrinting.docx

## **PART 2: Uploading the File to the Submission Manager**

1. From the CBAA Conference Website ([www.collegebookart.org](http://www.collegebookart.org)), navigate to the Call for Paper Proposals.
2. Click the link to the submission manager. *If you have never used our submission manager before, you will be prompted to create an account. Please follow the on-screen directions for creating a login profile. Once you've done that, you will be taken to the next step.*
3. **UPLOADING YOUR FILE** → A page will appear that looks similar to the image below:

### **Submit**

Enter your submission information below and upload a single file. You will not be able to continue until all information has been entered and the file has finished uploading.

#### **Submission Title**

#### **Upload Submission**

(pdf, doc, docx, txt, rtf, jpg, gif, zip, tiff, png)

**Browse & Upload**

[Trouble uploading? Try the basic upload form.](#)

#### **Cover Letter / Biography**

(No html please.)

- a.
- b. Enter your information according to the guidelines for paper proposals.
  - i. **Submission Title** – This box should NOT include your name. All entries are judged using an anonymous reading process. Type in the title of your proposal/paper.
    1. **Example:** Letterpress and Digital Printing
  - ii. **Upload Submission** – Click BROWSE and UPLOAD to upload the file you created using the directions above.

- iii. **Cover Letter / Biography** – This is the only box that **should** include your personal information. Our readers will not be able to see this section. So that we can match your file to your name, please be sure to **include your full name in this section ONLY**.