Submitting Your Manuscript to Sociation

Thank you for choosing Sociation to submit your manuscript! Please follow the instructions below to set up your submission ID and portal.

1. Hover your cursor over "How to Submit" and click "Submit Manuscript." You will see the following page.

Manuscript Submission

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- 2. Click on "Create an Account" at the bottom of the rectangle asking for you to Sign in. Or, log in if you already have a username and password for this website.
- 3. The next page will display the "Login Information" fields. Please fill out all items that have a *.

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| Manuscript Submiss | ion | | |
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- 4. Once you have entered all the required information, then you will need to enter the security code provided and click on register.
- 5. After you have registered, the website will send you an e-mail propping you to activate your account.

| | Hello John, You have successfully registered for this Event. Please click the link below to activate your account. |
|---|--|
| | Activate Account: http://sociation.ncsociologyassoc.org/index.php/submission- guidelines/manuscript- submission/?task=activate&user=cdlippard@yahoo.com&key=2c76039af933f8ca0f47ec56e9bb9 33e34951d51 |
| | Please visit your dashboard at: http://sociation.ncsociologyassoc.org to submit or manage your abstracts. |
| , | Regards, WP Abstracts Team Sociation http://sociation.ncsociologyassoc.org |

6. Once you click or paste the "activate account" link, it will direct you to the login dashboard labeled "Submit Manuscript." Enter your username/e-mail and password you created and enter the security code provided.

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| | Manuscript Submission |
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| | Sign In For your contentence participation |
| | username or email |
| | A password |
| | Enter security code (required) |
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| | Don't have an account? Create an Account |

7. You will have successfully entered the manuscript submission portal when you see the following:

| Man | uscrip | ot Subm | ission | | | | |
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- 9. In the new page, you will need to add your title, abstract, keywords, select topic, and add author(s) information. Use the + or dials to add or subtract to fill in more or less authors.
- 10. You are allowed to submit up to five attachments in as Microsoft Word or Excel files. Minimally, you should submit the following a separate attachments:
 - a. a title page with all author contact and affiliations separate from your manuscript to encourage blind review,
 - b. the body of your manuscript with no identifying information to the authors, and
 - c. separate files for tables, charts, and graphs.
- 11. Please also read over and accept the terms and conditions of publishing with Sociation.
- 12. Once you finish all required fields, then scroll up and click "Submit" beside the word, "Manuscript."
- 13. Once you have completed your submission, make sure to log out. You will receive an email confirming your submission.