

<http://www.ierg.net/confs/>

**Announcing the 2nd
Research Symposium on
Imaginative Education**

**Imaginative Education:
Provoking Excellence Across the Curriculum**

Wednesday, July 18th through Saturday, July 21st, 2007
Coast Plaza Hotel at Stanley Park, in Vancouver, Canada

**How to prepare your paper and submit it to the Online
Submission System:**

Before you submit your paper, we request that you familiarize yourself with the general information about the Conference: please go to <http://www.ierg.net/confs/index.php?cf=2> .

There are three basic steps to submitting your paper to the Symposium. First, copy your paper into the provided template, second, add your personal information into the database and receive your login id, and third, login to the database and upload your paper.

The following instructions are a guide through these three items. You may wish to download these instructions by clicking here.

1. Download the MS Word template from here http://www.ierg.net/confs/downloads/IERG_stylesheet.dot. You are asked to use this template for your submission to assist the reviewers. If you do not have access to MS Word, please email us at conferences@ierg.net for alternatives.
2. Your name must only appear on the first page of your paper. Please do not include your name in the header or footer of the document or your paper cannot be consider as blind reviewed. You may include your proposal number in the header.

3. For citations, you may use Chicago style or APA guidelines or any other academically accepted format.
4. Save your file using your last name and your proposal number – for example, smith_285.doc. Reviewers do not see the file name.

You are now ready to create your entry in the online system.

5. The first step of the Online System is to create your personal entry in the database. The information requested includes your personal information (i.e. name, affiliation, bio) and a short abstract of your paper. Please keep your abstract short (no more than 100 to 250 words maximum). Go to <http://www.ierg.net/confs/submit.php?cf=4>
6. Once you click on "Submit", the Online System will provide a 'success' page that includes a unique login and password for you to use.
7. On the 'success' page, there is a link to the login page. Clicking on that link will take you to the login page. Go to: <http://www.ierg.net/confs/submit.php?action=login&cf=4>
8. After you have logged in, click on the title of your paper which you will find listed under: "Edit an Abstract or Paper Previously Submitted". You will see the personal information that you have entered under the heading "Document metadata." You may wish to verify that it is correct.
9. Across the top of the page, you will see the words: "Document Metadata", "Document Submission", "Preferences." Clicking on "Document Submission" will take you to the paper upload page.
10. Uploading your paper is as easy as clicking on the "Choose file" button which will open a 'browse' box into your hard-drive where you simply navigate to your file, select the file name and click "ok."

11. You have the option to upload appendices, however, keep in mind that they must be anonymous so you may not include any reference to your name etc.
12. Click on "Preview and continue", review your uploads as listed and click on "Submit" if you are done. Otherwise, click on "make changes" which will take you back to the previous page.
13. You should see a page that says "Your paper has been successfully submitted." and it will give you the option of going back to the entry page (item number 7 above), or going "home" which will lead you back to the conference website. It would be preferably for you to choose the "Return to.." instruction so that you may log out.

You may make minor adjustments to your entry until the close off date of February 28th. After that date, any changes must be done through the Conference Organizer.

If you have any questions or difficulties with this process, please feel free to email us at conferences@ierg.net at your convenience and we will assist you.

Thank you,
The Imaginative Education Research Group
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<http://www.ierg.net>

