Author’s Guide to Paper Trail
Using Paper Trail to Manage Your Submissions (Abstracts, Draft, Final Paper, and Presentation)
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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. 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.

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.
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.

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.

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:

From: PaperTrail Admin <PaperTrail@name.org>
To: Symposium-Conference Papers
Cc: 
Subject: Paper Trail Paper Management System - New File Uploaded

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

Please be aware of the following due dates:

- 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., 1\textsuperscript{st}, 2\textsuperscript{nd}, etc.) until it is approved or rejected.

**Requests for Revisions**

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

![Paper Trail email](image)

Once you log into the Paper Trail system and click the “Draft” tab, you will have the option to view comments under the “1\textsuperscript{st}” tab, and to upload a revised draft under the “Upload 2\textsuperscript{nd}” tab.
Paper Manager

Return To Paper List

Title: CORROSION 201X Abstract
Event: CORROSION 201X
Event Detail: CORROSION 201X Symposium
Doc Number: C201X-6185

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Final Paper</th>
<th>Draft</th>
<th>Abstract</th>
<th>General</th>
<th>Bio &amp; Copyright</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Returned for Revisions</td>
<td>Submitted: M/DD/YYYY</td>
<td>Approved:</td>
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<td></td>
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</tr>
<tr>
<td>Due Date:</td>
<td>M/DD/YYYY</td>
<td>Here's your draft paper: My Draft Paper.docx</td>
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Draft Revision Version:

- Upload 2nd
- 1st

Submitted File: My Draft Paper.docx

By: Gerald Holton Jr - Chair

Draft looks good, but need to resubmit.

Paper Acceptance

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


Document Number: C201X-6185
Title: My Draft Paper

Your draft has been approved.

Please be aware of the following date(s):

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<th>Draft Due Date</th>
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<th>Presentation Due Date</th>
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Use the Paper Trail Management Tool to view the next required document.
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.

4. 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):

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<tr>
<th>Draft Due Date</th>
<th>Final Paper Due Date</th>
<th>Presentation Due Date</th>
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<td>M/DD/YYYY</td>
<td>M/DD/YYYY</td>
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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:

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Document Number: C201X-6185
Title: My Final Paper

The chair has returned the final paper for revision.

Please be aware of the following date(s):

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<th>Presentation Due Date</th>
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Use the Paper Trail Management Tool to upload a new version of the final paper.
```

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

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.

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 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:

Subject: Paper Trail Paper Management System - New File Uploaded

My Presentation.pptx has been successfully uploaded to the Paper Trail management system.

Please be aware of the following date(s):

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<th>Final Paper Due Date</th>
<th>Presentation Due Date</th>
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<td>M/DD/YYYY</td>
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Use the Paper Trail Management Tool to view these changes.
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:

![Paper Trail](image)

**Your presentation has been approved.**

Please be aware of the following date(s):

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<th>Presentation Due Date</th>
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<td>M/DD/YYYY</td>
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Use the Paper Trail Management Tool to view the next required document.

8. **Accessing Resources**

1. The “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, Spokesperson Policy, etc.

2. 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!!