

Instructions for using the EasyChair System for BRASA 2016 Paper Submission

1. Open your browser and go to <https://easychair.org/conferences/?conf=brasa2016>.



Log in to EasyChair for BRASA 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log in"/>	
If you have no EasyChair account, create an account	
Forgot your password? click here	
Problems to log in? click here	

2. If this is the first time using EasyChair, click on sign up for an account. If you already have account, login and go to step 8. You can, and should, use the same account you used for BRASA XII if you submitted for that conference.
3. Step 1 of signing up is the respond to the Captcha prompt. Type the two words that are displayed for you and click **Continue**.



Type the two words:

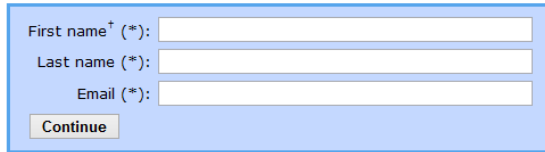
reCAPTCHA™
stop spam.
read books.

4. Fill out the form asking for your first name, last name, and e-mail address and click **Continue**.

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.



First name[†] (*):

Last name (*):

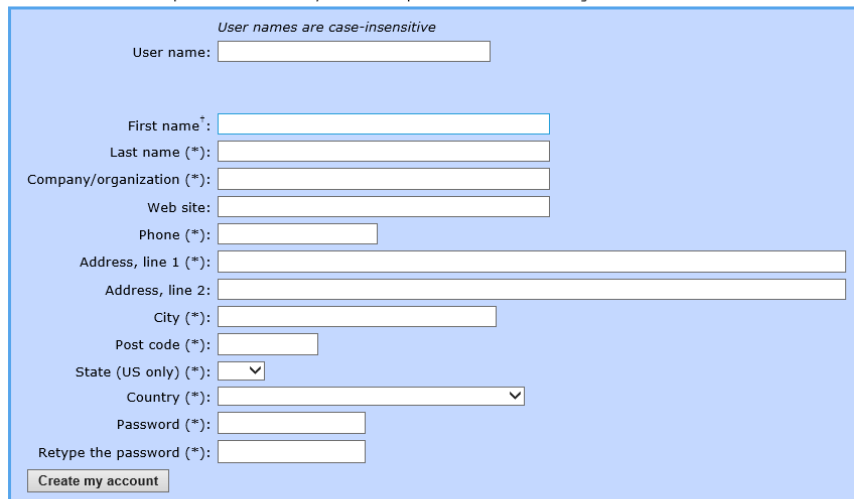
Email (*):

[†] 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](#). You may also be interested about [our policy for using personal information](#).

5. An e-mail will be sent to the address you supplied in step 4. Click the link in the e-mail to confirm your account.
6. This will take you to a form to fill out the rest of your information. Once it is filled out, click **Create my account**.

Signing Up for EasyChair: Last Step

Hello To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.



User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

[†] 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](#). You may also be interested about [our policy for using personal information](#).

7. After signing up, you will need to login to the site.



Log in to EasyChair for BRASA 2016

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User name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log in"/>	
If you have no EasyChair account, create an account	
Forgot your password? click here	
Problems to log in? click here	

8. Login with your username and password.
9. Click on the link for the Submission Page.
10. You will be required to Accept the EasyChair Terms of Service. Check the box that says **I agree to the Terms of Service** and click **Continue**.
11. Click **New Submission** at the top of the page.

Upload Paper

The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).
3. Word open XML document (file extension .docx).
4. Open Document format (file extension .odt).

Either upload your submission or tick "I will submit the paper later".

Paper:

I will submit the paper later

Ready?

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

15. When the entire page is completed, click **Submit**. Once you have hit Submit, be patient, it may take some time.

Ready?

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

Guidelines for Writing Effective Abstracts for the BRASA Conference

Content

Abstracts submitted for the BRASA conference paper should do two things—**tell** conference participants what you are going to say, and **interest** them in coming to hear you say it.

Some important points:

- **Identify** the topic/subject of your paper—the question/problem it raises.
- **Locate** the topic/subject in terms of a field of scholarship—who/what provides the intellectual context for the problem/question the paper raises.
- **Emphasize** your position/proposition—your central idea regarding the question/problem.
- **Devise** a title that is descriptive *and* inviting.
- **Find** words that are accessible to both specialists and non-specialists, avoid jargons.
- **Be concise**—abstracts for BRASA conference should be **no more than 300 words**.
- **Plan** the abstract as a single paragraph that is *unified* (i.e., one topic) and *coherent* (i.e., ideas flow continuously). Two (maybe even three) paragraphs are OK so long as the abstract as a whole is unified/coherent.
- **Edit** it carefully for grammar, punctuation, typos, etc.

Layout

- Font should be Times New Roman 12 point.
- Single paper abstracts should have a title followed by author(s) information including your name, your department/school, and your institution. The abstract should follow.
- **Do not** include footnotes in your abstract.