Instructions

Submitting a paper to SOGI

Step 1

Go to this link to create an account: https://canvas.instructure.com/enroll/76YTKN

Do not use your full real name. Use a pseudonym.

Rationale: When we assign papers to review, reviewers will see your pseudonym instead of your real name. You will edit the settings in Step 2 to identify yourself to only the unit planner. Canvas will send you an email to verify your account.

Step 2

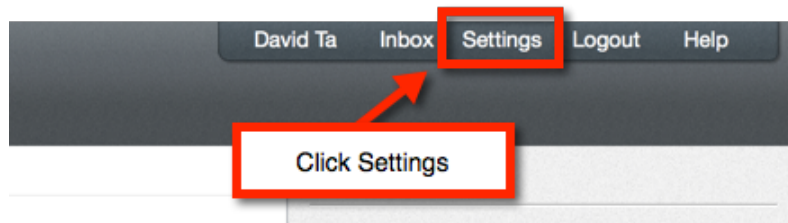Once you verified your account, go to the Settings at the top left (Figure 1).

Figure 1

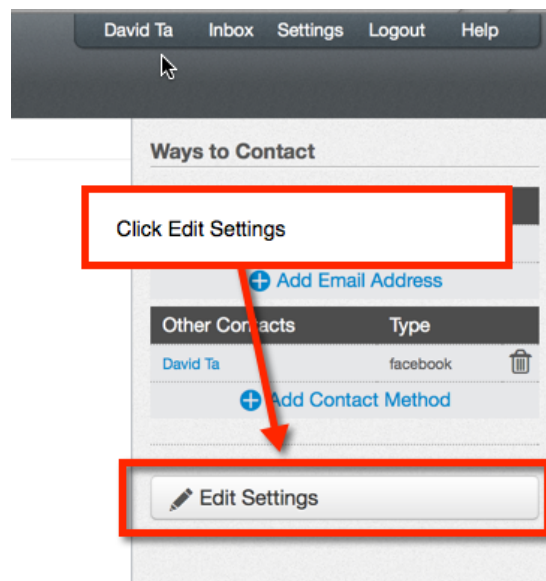Click on Edit Settings on the right-hand side (Figure 2).

Figure 2

Figure 3

Put your real name in the Display Name only. Keep the pseudonym in the Full Name and Sortable Name box (Figure 3).

Step 3

In the home page, there will be a button you can click to submit papers. Click the submit assignment button at the top right-hand side.

Click "Submit Assignments" button and you are finished. You will see a notification on the right that says you submitted the assignment.

Important Note
It is important to keep your paper(s) anonymous in order to assure a blind review. Your paper will not be assigned to a reviewer if you have not changed your name in the system.