

# Instructions

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## 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).

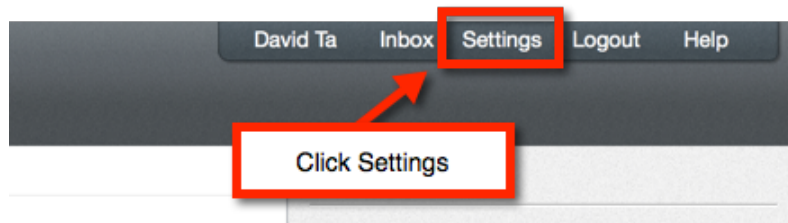


Figure 1

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

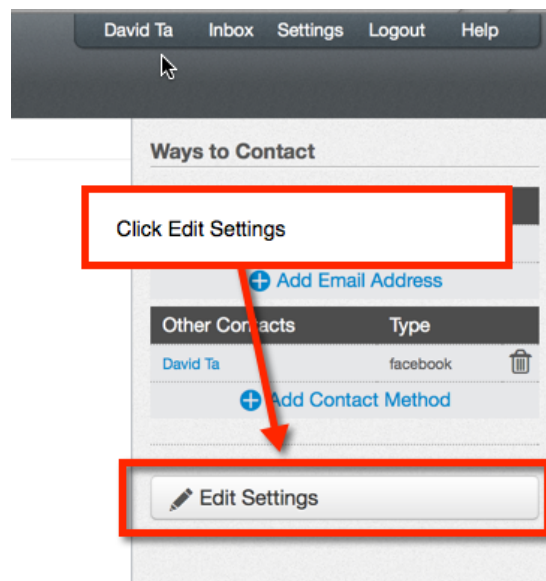


Figure 2

The screenshot shows a user profile settings form. The fields are: Full Name\* (pseudonym832982), Display Name (David Ta), Sortable Name (pseudonym832982), and Language (System Default (English)). A red callout box with a white background and a red border is overlaid on the form. It contains the text: "Put your real name in the Display Name text box only." and "Leave the pseudonym in the Full Name and Sortable Name textboxes". Below the callout box, there is a "Password:" label, a "Change Password" checkbox, and a "Delete My Account" link. At the bottom of the form, there are "Cancel" and "Update Settings" buttons.

Full Name\*: pseudonym832982  
This name will be used for reading.

Display Name: David Ta  
People will see this name in discussions, messages and comments.

Sortable Name: pseudonym832982  
This name appears in sorted lists.

Language: System Default (English)

Time Zone: [dropdown]  
Enable [checkbox]

☒ I want to receive emails from the system.

Password: ☐ Change Password

[Delete My Account](#)

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.