Helpful Hints when using Ex Ordo for SE DSI submissions

1. When you register for the first time, please include a title (e.g. Dr., Mr., etc). Ex Ordo likes it better for some reason. It is also helpful if you choose the option "allow admins and coauthors to update profile" in case you get locked out and need backup help.

2. When you go to submit your document, after choosing a track, you still must choose a "topic," even though there is only one topic per track. Just choose Topic 1, the only option. It is an Ex Ordo component designed for large conferences with multiple topics per track.

3. After logging in, there is a little blue box at the lower right corner of your screen asking if you need help. Clicking on it will take you to a series of Frequently Asked Questions for authors, reviewers, and track chairs.

4. Full papers should be between 4 and 30 pages long, not including references. Full papers should NOT include names or affiliations to maintain the integrity of blind reviewing. Authors should replace the anonymous paper with the paper including their affiliation before the conference. Ex Ordo will automatically upload the revised submission to the conference schedule and proceedings.

5. Abstract-only submissions should be between 250 and 450 words and SHOULD include names and affiliations. Track Chairs will notify authors about the acceptance for presentation at the conference.

6. Proposals for Symposia, Tutorials, and Workshops should be 2-3 pages and SHOULD include names and affiliations. These sessions are also at the discretion of the Track Chair.

7. For further formatting guidelines, please refer to Instructions for Preparing Submissions at the Southeast DSI website at www.sedsi.org.

For Reviewers

1. Most reviewers will still need to login to accept the reviewing task and possibly choose tracks to review.

2. Ex Ordo has a built in protection for nepotism, meaning reviewers can't review a paper from their home institution.

3. Track chairs will make decisions regarding accepting abstract-only submissions as well as symposia, tutorials, and workshops – no reviewer necessary. We may not have as many full papers to review since we are also allowing abstracts.

4. Authors will see both quantitative scores and comments from the reviewers. Please be constructive in your feedback. SE DSI is a supportive community of scholars. Reviewers may also share a confidential note to the track chair.

5. Please recommend good papers for award consideration.