

For participants to submit a paper to SEA:

## Southern Economic Association®

### Conference Website Instructions

1. Go to SEA website ([www.southerneconomic.org](http://www.southerneconomic.org)).
2. If you are new to SEA, please hover over the Sign In tab on the top navigation menu and select the Create an Account link.
3. If you are not new to SEA, please hover over the Conference tab on the top navigation menu and select the 2019 Meetings link.
4. Click on Submit a Paper button located on the left of your screen.
5. Login with your Username and Password.
6. Enter the Paper Title.
7. Enter a brief description of your research (1000 characters or less).
8. Select Primary JEL subject codes for level I, II, and III from the drop down menu. If applicable, select Secondary JEL subject codes for level I, II, and III.
9. Click the “Next Step” button to enter the author’s name.
10. If you are the paper author, click the green “Add Myself” link. For other authors, enter author’s last name in the last name box and click on the “Search” button.
  - If the correct name is listed in the author list:
    - Click on the correct name to highlight and click the “Select” button.
    - Verify the details: Name, Affiliation, Address, Email, and Phone number for the author.
      - If the details are correct, then click the “Confirm” button.
      - If the any of the details are not correct, then click the “Edit Info” button and make the appropriate changes and then click the “Submit” button.
    - Click on the “Set Author Attributes” button and select the relevant attributes and click on “Accept Attributes.” Or if you want to add another author, click on “Add more Authors” and repeat step 10.
  - If the correct name is **not** listed in the Author list:
    - Click on “I cannot find the author” button.
    - Enter all the required information and click “Submit.”
    - Click on “Set Author Attributes” and select the relevant attributes and click on “Accept Attributes.” Or if you want to add another author, click on “Add more Authors” and repeat step 10.
11. Once you click on “Accept Attributes” button, the “Upload a Paper” page will appear. If you have a magnetic file of the paper or abstract, click on the “Choose File” button to upload your file. File must be in pdf, doc, or docx format and the maximum size is 20 MB. If you do not have a file to upload, click on the check box “I have no file and wish the program committee to consider only the Description of Research.”
12. Next click on the “Continue” button. Review your submission details and click on the “Make a Payment” button to continue to the shopping cart.
  - If you wish to remove your submission, click the “Remove” button.
  - To complete your submission, please click on the “Proceed to Checkout” button.
13. Select a payment method. **Please note: Submission fee payments are nonrefundable.**

- Check payments may be mailed to:  
Benjamin W. Powell, Secretary/Treasurer  
Conference Submissions  
Southern Economic Association®  
Texas Tech University  
Box 45059  
Lubbock, TX 79409-5059
  - If paying by credit card, click the “Pay by Credit Card” radio button. Fill in the Credit Card form. SEA accepts Visa, Mastercard, American Express, and Discover.
14. Click on the “Complete Transaction” button.

Check all papers for correct capitalization, remove quotation marks and periods at the end of the title.