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AUTHOR ROLES

CONTACT AUTHOR (SUBMITTING AUTHOR)

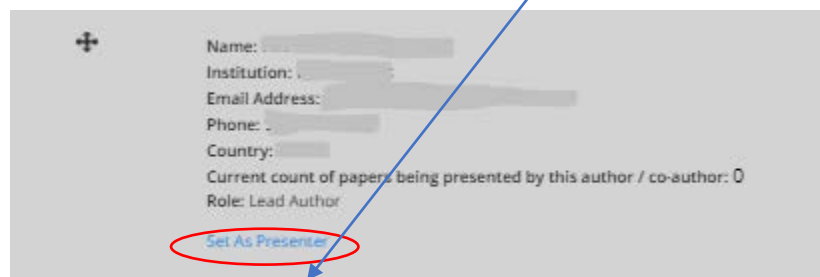
The Contact/Corresponding Author plays a critical ongoing role throughout the process from setting up co-author accounts. Co-authors are now required to log into the system using the email address provided to confirm all information entered is correct.

Contact authors are responsible to ensure all deadlines and requirements for conference presentation and publication when applicable are met.

PRESENTING OR LEAD AUTHOR

The Presenting or Lead Author is often the same as the corresponding author, but in some cases this is a different individual. If no presenting author is identified, the system will automatically apply the submitting author as the presenting author.

To change the presenting author select the “ set as presenter” link under the author contact details.



Presenting authors are responsible to ensure registration, check-in and attendance at conferences occurs according to the conference specific requirements. Almost all ASME conferences have limits on the number of submissions that one author can present.

REGISTERING AUTHOR

The Registering Author is often the same as the corresponding author, but in some cases this is a different individual. Often more than one author will register to participate in a conference, this is completely acceptable.

When someone registers for a conference they do need to identify the paper that they are registering. Almost all ASME conferences have limits on the number of submissions that one registration can cover. The system will automatically apply the registration to the submission when the registering author identifies the paper as one connected to the registration fee.

To change the paper connected to your registration, please contact toolboxhelp@asme.org.

CO-AUTHORS CONFIRM DETAILS (NEW PROCESS)

Every author listed on a submission will need to log into the system using the email address that is entered by the co-author in the system. Each co-author listed will need to confirm that all information entered into the system is correct.

When adding co-authors, each author will need a unique email that they can directly access. This email is what will be used for all ASME communication, including sending digital copyright agreements and ongoing updates or communication about the conference submission.

Any needed changes to the authors contact information must be made in the system before the drafts are submitted. We will use the confirmed information for each author listed. This does include spelling and abbreviations of affiliations and author names regardless of what is listed on the final .pdf. Any changes needed to address inconsistencies will need to be made on the .pdf rather than updated in the system to match the .pdf.

Any necessary changes to author details that were previously confirmed as accurate, must be made by the author directly rather than through a corresponding author. It is important to note that changes to any author details will follow the author change process and can cause delay if not addressed at the paper submission stage.