

## Contents

Changing Author Details .....	1
Misspelled author name .....	1
Details on copyright Email is Incorrect .....	1
Email address update or change.....	1
Add an author.....	2
Author requesting removal of self.....	3
removal of co-author .....	3
Sensitive Affiliation Agreements (MSR checks) .....	5

### CHANGING AUTHOR DETAILS

Once a draft paper is submitted, all co-authors have confirmed their own contact information. Changes can't be made without the assistance of ASME staff. The information provided in the submission system is used for various tasks throughout the submission process.

If at any point during the submission process it is discovered that an author's information needs to be changed, please contact [copyright@asme.org](mailto:copyright@asme.org) so that we can assist in making the needed changes as soon as possible.

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#### MISSPELLED AUTHOR NAME

Sometimes authors discover a misspelling in the system or on a paper during the review process. When this occurs, just email [copyright@asme.org](mailto:copyright@asme.org) with the conference and paper number. ASME staff will delete any previously issued copyright agreements and will regenerate a new agreement for you to sign.

If the misspelling is on a submitted paper, then you will need to let the lead author know about the mistake so they can make the necessary changes to the paper before a final .pdf is submitted. Any errors discovered after publication of a conference submission will be handled according to our [paper retraction](#) process.

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#### DETAILS ON COPYRIGHT EMAIL IS INCORRECT

When your copyright release is generated, the information confirmed by the co-author at the abstract submission stage is used for the agreement. If the authors name or affiliation on the copyright agreement is not correct, then please contact [copyright@asme.org](mailto:copyright@asme.org) **before** signing the copyright agreement so that the agreement can be corrected and regenerated.

The information in our system needs to match what is listed on the final .pdf You will also need to let the author handling the .pdf submission know about any needed adjustments to name and affiliation before the final .pdf is submitted.

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#### EMAIL ADDRESS UPDATE OR CHANGE

We will use the email address provided in our system when a paper is submitted for all communication with authors.

Before requesting a change to an email address:



Double check that you were entered into the system as an author on the paper.



Check the email address currently in the system for errors.



Check spam inbox



Verify that your affiliation is allowing messages from ASME to your inbox.



Clear your cache.



Refresh your browser.

If the email update is a permanent change, then please send the email change request to [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org) and provide what conference you submitted your paper, the paper number and when applicable your Single Sign on ID number. We will assist in making this update across all ASME platforms as well as make the change on your conference submission.

If the email update is temporary or only necessary to access digital copyrights for example, then please email [copyright@asme.org](mailto:copyright@asme.org) and they will assist in making this update in the system for the conference paper. If you need this change made on more than one paper, please provide the conference and the submission number for all papers impacted.

It can take up to 24 hours for new copyrights to be generated after an email address has been changed. Once we send any regenerated copyright agreements, we will let you know they were resent by responding to the email change request message.

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#### ADD AN AUTHOR

When a draft paper is submitted ,you will not be able to make any changes to the authors that are listed in our system.

In cases where author changes are necessary, you will need to contact [copyright@asme.org](mailto:copyright@asme.org) to ask ASME staff to open the system for you to make the necessary adjustments.

The system won't be opened for you to make changes if any of the following conditions apply:



The draft paper was formally accepted into a conference (copyright agreements have gone out).



An author you wish to add has asked to be removed from the submission.



The deadline for submitting copyright signature has passed.



You want to remove an author who has signed a copyright agreement.

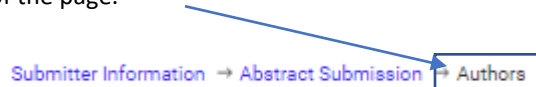


You've already submitted a final .pdf.

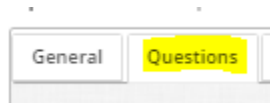
The author who entered the submission will be able to log in using the link provided when the link is opened by ASME staff for changes. This link will only work to make changes one time and is usually scheduled to close automatically at an established date.

To add a coauthor after the system has been opened for you, go to your completed submission, and click "edit".

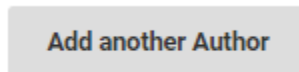
Go to "Authors" link at the top of the page.



If it is not selected already select the "Questions" tab.



Scroll down and click the button that is just below the authors who are in the system that says "add another author".



Add the requested information for the author and click the "update" button between each author entry.

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#### AUTHOR REQUESTING REMOVAL OF SELF

The author must send an email to [copyright@asme.org](mailto:copyright@asme.org) using the email address that was provided in the system.

This email request needs to provide the conference and paper number along with a statement saying they wish to be removed a conference submission. All co-authors listed on a paper will be notified when author is removed. Any copyright agreements previously signed by this author will be canceled and the author will be removed from our system as an author on the submission.

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#### REMOVAL OF CO-AUTHOR

If a co-author requests removal of another author for any reason, then an email must be sent to [copyright@asme.org](mailto:copyright@asme.org) requesting the removal.

The emailed request must:



Be copied to ALL authors including the author being removed.



Be sent at least 3 days before the copyright submission deadline.



Include the conference the paper was submitted to and the submission number



Provide the reason you are requesting the removal of the author.

If the author being removed requests, they not be removed from the submission, then we will not remove the author from even if this action means that a paper fails to meet publication requirements.

At any time in the future, if the removed author asks about the removal, a copy of the removal request email will be provided directly to the author who is inquiring about removal even if the inquiry comes from a different email address than the one that was copied on the removal request.

Please see “deceased/terminally ill authors” for details on how to address situations where removal of an author or signature of a copyright agreement is necessary for an author that is unable to contact ASME directly.

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#### SENSITIVE AFFILIATION AGREEMENTS (MSR CHECKS)

There are some agencies that ASME will not be able to publish due to government regulations.

When authors submit abstracts a mini-background check is conducted. We call this an MSR check. This is background check is also conducted when authors are added after the initial abstract submission.

If the MSR check on authors added later in the process is flagged for any reason, then the paper will be removed from the conference.