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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.

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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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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 **before** signing the copyright agreement so that the agreement can be corrected and regenerated.

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



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Check spam inbox



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



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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.

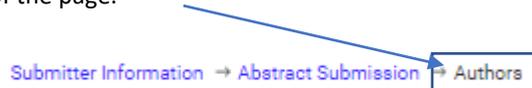


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The author who entered the submission will be able to log in using the link provided when the link is opened by ASME staff for changes. This link will only work to make changes one time and is usually scheduled to close automatically at an established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

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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".



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The author must send an email to copyright@asme.org using the email address that was provided in the system.

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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.

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