

## How to submit your abstract

The submission portal is through Thompson Rivers University “Critical Tourism Studies Proceedings” website. The URL for submissions is here: <https://publishing.bceln.ca/index.php/cts-proceedings/about/submissions>. Alternatively, you can access it by mousing over the “About” section on the top bar of the website, and using the drop down to select “Submissions.”

Before you submit, you must create an account. You can do this on the submissions page by clicking the “Register” button. (If you previously created an account for CTSNA or prior conferences, you will still have to create a new account, as the new system will not recognize accounts from the old system.) Registration is straightforward. After clicking the “Register” link, you will be taken to a second page where you can input your name, affiliation, country, and email. You will also be asked to create a username and password, check off some boxes confirming the privacy policy, and check off the “I’m not a robot” reCAPTCHA. After you have successfully registered your account, you can navigate back to the Submissions page by mousing over the “About” section on the top bar of the website, and using the drop down to select “Submissions.”

On the Submissions page you will see a Submission Preparation Checklist, followed by our more specific Author Guidelines. Below this, you will see a section titled “Abstract,” with a hyperlink to follow. Click on the “Abstract” hyperlink. Upon clicking this hyperlink, you will be directed to the submissions form.

The submission form will walk you through uploading your abstract. There are five steps.

1. In the “Section” dropdown, “Abstract” should be pre-selected for you. If it is not, you can choose “Abstract” from the section dropdown. You must check off the submission requirements, and ensure you are submitting as an “Author.” There is also a text box should you wish to write comments to the review team. Please also check off the box that says “Yes, I agree to have my data collected and stored according to the privacy statement.”

2. On the next page you will be asked to upload your files. Here, you can attach up to two files. The first file should be your abstract. For the purposes of review, please be sure that there is no identifying information on your abstract file. The second file can be the glorious recipe you’d like to share. Please be sure to include your name and contact information on this file. Please upload both of your files as Microsoft Word documents. The system will ask you what type of file each of your Microsoft Word documents is. Please mark you abstract file as “Article Text” and your recipe as “Other.” When you select “Other” it will open up a second window, where you can select “Other” for a second time.

3. The next page will ask you for the title of your submission, as well as some other information. The title of your submission is the only required field, however you can upload your abstract again as Rich Text if you’d like.

4. Section four is where you finalize your submission. Thanks for sticking with us!

5. This last section provides information on the next steps for the review process.