

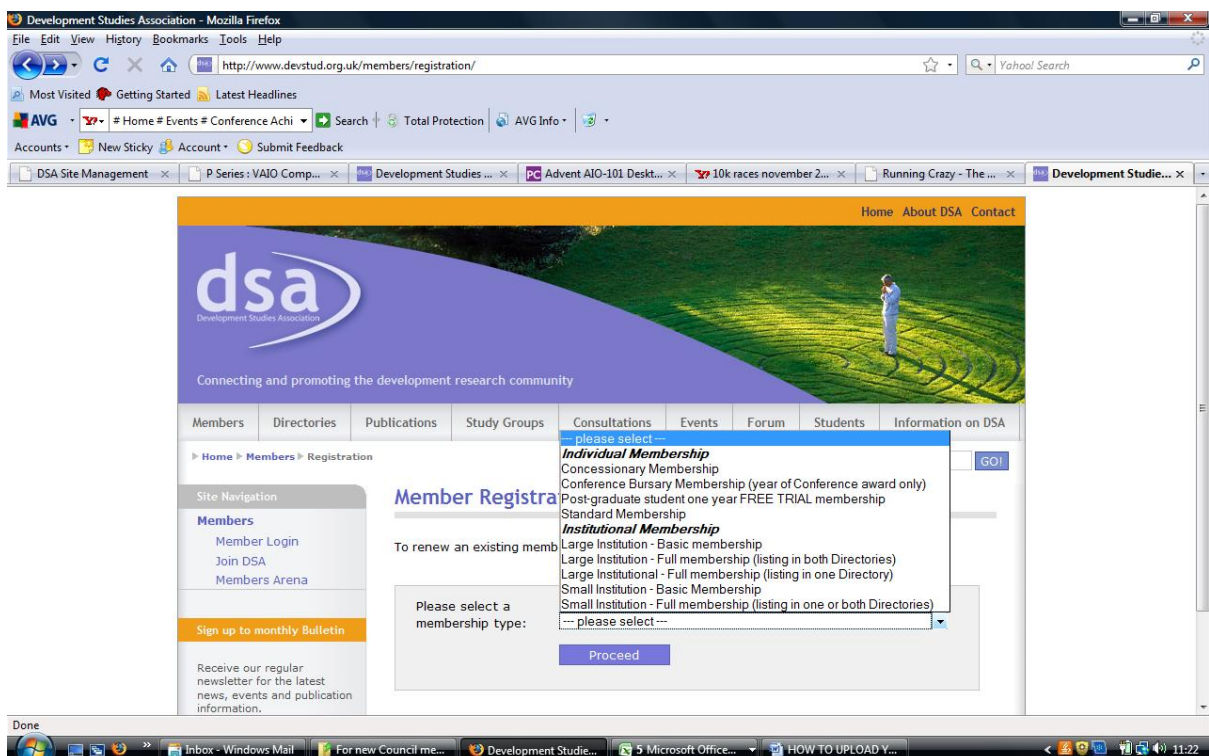
HOW TO UPLOAD YOUR CONFERENCE PAPER AND PRESENTATION TO THE DSA WEBSITE

The new website enables all those who wish to upload their paper to the website to do so themselves, and we are keen to encourage this, as it means that you know you have uploaded the version you are happy with.

As all those who attend the Conference are required to be members, you will all have login details. If you do not, please contact Louise Rands Silva on louise@devstud.org.uk.

If you are a **bursary awardee**, please sign up for one year's free membership as follows:

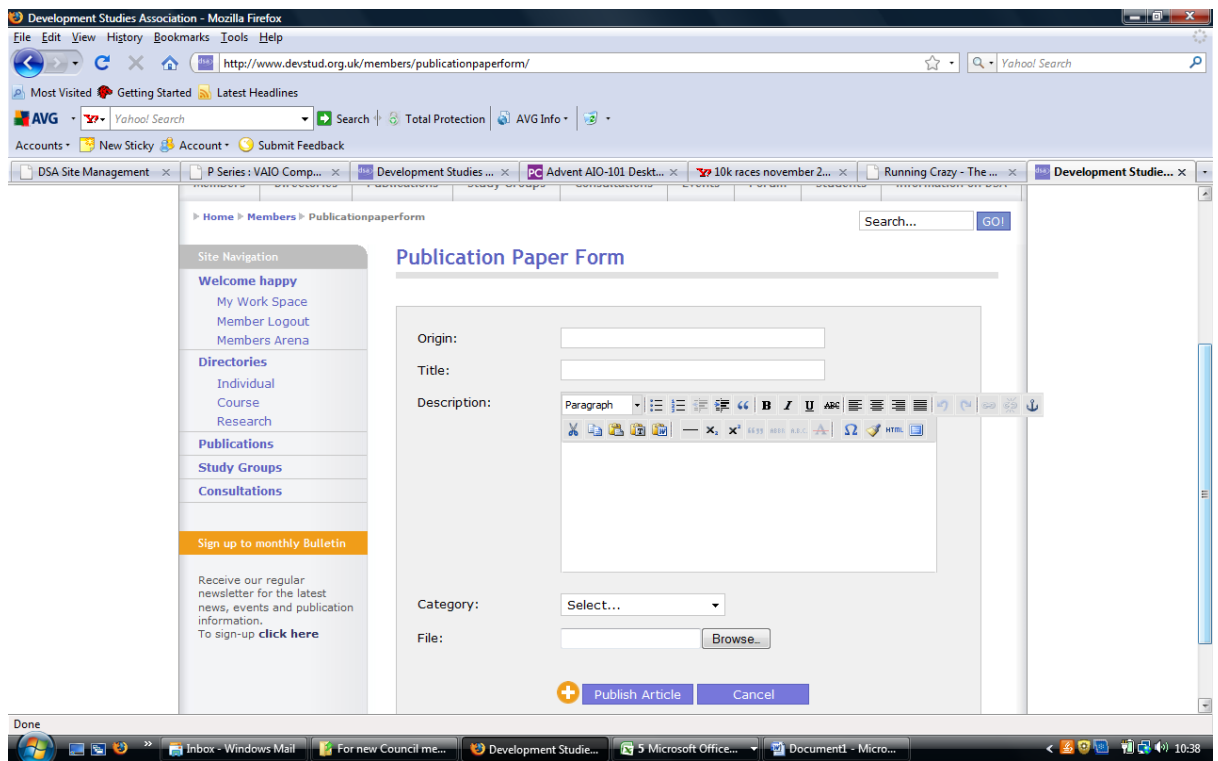
1. Go to <http://www.devstud.org.uk/members/registration/>
2. Click onto the drop down menu and select the second option under Individual Membership – Conference Bursary Membership (see below).



3. Fill in your details, giving yourself a username (not your email address as this will not be accepted) and password.
4. You will then have access to My DSA Space where you can add your paper under the Publication Paper Entries section

To upload a paper for the Annual Conference, the process is as follows:

1. Login to your My DSA Space using your username and password
2. Next to the Publication Paper Entries, click on Show My Items
3. Then click Add New Item
4. The following screen will then appear:



5. In the Origin Box, please type in the title of your panel or standalone session
6. In the Title Box, please use the following protocol:
Family Name/Surname: Title of Paper
7. ***Please do not put a description in as we have nearly 100 papers for Conference 2009 to publish and it will take up too much space***
8. Under Category, click on the drop down menu and select Annual Conferences
9. Browse for the file you wish to upload to the site
IMPORTANT:
 - i. do not leave any gaps in your file names – use hyphens or underscores.
 - ii. **Please use the following protocol** – your family name_dsa09 (depending on the Conference year)
 - iii. **If you are able, a PDF version of your paper is better** – for you and for the website!
10. Publish article
11. Send an email to admin@devstud.org.uk and we will link your paper/presentation to the relevant Conference.

Many thanks!