

Southern Economic Association Paper Submission Instructions

1. Go to SEA website (www.southerneconomic.org).
2. Select the SEA Conferences link from the menu on the left side of the screen.
3. Select the Submit a Paper link located near the center of your screen.
4. Read Online Paper Submission Instructions
5. Select “Step 1-Enter Paper Title” button located at the bottom of the Online Paper Submission Instructions page.
6. Enter Paper Title
7. Enter a brief description of your research.
8. Select **two** appropriate JEL codes from the drop down menus.
9. Click the “Next” button to enter the author’s name.
10. Enter Author’s name in the Last Name field and select “Look up name” button.
If the correct name is listed in the Author list:
 - Highlight the correct name and click the “Select” button.
 - If this is the correct person, click “Accept This Author”
 - Verify the affiliation, email and phone number for the author, then click “Submit Author.”

If the correct name is **not** listed in the Author list:

- Highlight “Not Found” and click the “Select” button.
 - Select Salutation
 - Enter First and Last name, affiliation, email address and phone number in the appropriate fields
 - Click “Submit Author” Button

*Repeat process for each author.

11. When finished click “No more authors” button
12. Select the contact author from the drop down menu.
13. Select the presenting author from the drop down menu.
*if more than one presenter you may chose “None Specified” and select “Submit”.
14. Do you have a magnetic file of the paper or abstract?
Yes: Select the “Browse” button and locate where the file is saved. Highlight file by selecting it and select “Save”. Then select the “Submit” button.

No: Check box for “Check here if you have no file to upload...”

15. Select a payment method.

Check payments may be mailed to: Southern Economic Association
The Probasco Chair of Free Enterprise
The University of Tennessee at Chattanooga
313 Fletcher Hall, Dept. 6106
615 McCallie Avenue
Chattanooga, TN 37403-2598

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