

## Submitting a Proposal

- To submit a proposal, the user will need to be logged in as an Author . From the User Home page, under Roles, select **Authors**.

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### User Home

#### Post-graduate Seminar

##### Post-graduate Seminar

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» <a href="#">Reviewer</a>	0 Active	

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- Click **STEP ONE OF THE SUBMISSION PROCESS**

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Home > User > Author > **Active Submissions**

### Active Submissions

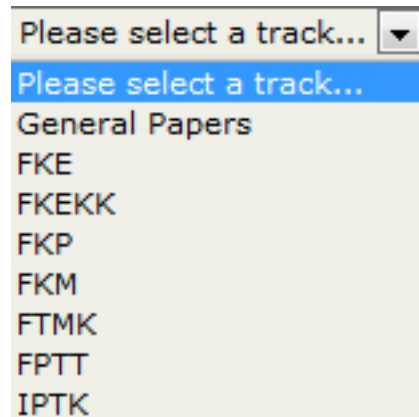
**ACTIVE**   [ARCHIVE](#)

<u>ID</u>	<u>MM-DD SUBMIT</u>	<u>TRACK</u>	<u>AUTHORS</u>	<u>TITLE</u>
<i>No Submissions</i>				

Start here to submit a paper to this conference.  
[STEP ONE OF THE SUBMISSION PROCESS](#)

## Step 1: Starting the Submission

- First, the author must select the most appropriate track for their proposal.



Please select a track... ▼

Please select a track...

General Papers

FKE

FKEKK

FKP

FKM

FTMK

FPTT

IPTK

It also **requires** the author to agree to the submission checklist (setup previously by the Conference Manager).

### Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- All URL addresses in the text (e.g., <http://pkp.sfu.ca>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

- If any of the items are not checked, the submission cannot proceed. Next, the author must agree to the Copyright Notice (as setup previously). If the Notice is not checked, the submission cannot proceed. Finally, the author can add any additional comments.

## Copyright Notice

Authors who submit to this conference agree to the following terms:

**a)** Authors retain copyright over their work, while allowing the conference to place this unpublished work under a [Creative Commons Attribution License](#), which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.

**b)** Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.

**c)** In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

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## Comments for Conference Director

Enter text  
(optional)

---

**Save and continue**

Cancel

- When this first stage is completed, the author selects Save and Continue to move on to Step 2.

## Step 2: Uploading the Submission

### Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Burairah Hussin](#) for assistance.

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### Submission File

No submission file uploaded.

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Upload submission file

Browse...

No file selected.

Upload

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**Save and continue**

Cancel

- Use the upload tool and select Save and Continue.

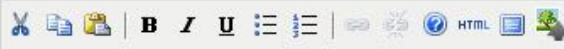
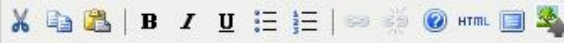
## Step 3: Entering the Submission's Metadata

- Information about the author is automatically pulled in from the user's account.
- Using the Add Author button, additional authors can be added to the submission. However, the author filling in the form, will be considered the primary author.
- The next section allows the author to enter the **title, indexing and supporting agencies**.

### Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. CONFIRMATION

#### Authors

First name*	<input type="text"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Email*	<input type="text"/>
URL	<input type="text"/>
Affiliation	<div style="border: 1px solid #ccc; min-height: 100px;"></div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"></div>
Country	<div style="border: 1px solid #ccc; padding: 2px;">(Your institution, e.g. "Simon Fraser University") <input type="text"/></div>
Bio statement (E.g., department and rank)	<div style="border: 1px solid #ccc; min-height: 100px;"></div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"></div>

Add Author

- When this stage is completed, the author selects Save and Continue to complete their submission

## Step 4: Confirming the Submission

- Finally, the author is given the opportunity confirm their submission.

## Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **CONFIRMATION**

To submit your manuscript to MUCET 2014 click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with MUCET 2014.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
37	<a href="#">TESTUPLOAD-MUCET1.DOC</a>	Submission File	56KB	07-02

**Finish Submission**

Cancel

- Upon selecting the Finish Submission button, the author needs to click on Active Submissions to have the information sent to the conference for consideration.
- After the proposal has been successfully submitted, the author can log in again to see the status of their proposal. They can also submit another proposal, if desired.

## Responding to Reviews

- You can return to your account at any time to see the progress of your submission. The status will change from Awaiting Assignment to Paper in Review. You will be notified via a system email of the decision.
- Your submission may be declined for the conference, or it may be suggested that you submit it to another conference. Your submission may also be sent back for revisions based on Reviewer comments, in which case you would need to make the changes and resubmit for final approval. Lastly, your submission may be accepted without revisions.