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.

Home > Post-graduate Seminar > **User Home**

User Home

Post-graduate Seminar

Post-graduate Seminar

» Author	0 Active	[New Submission]
» Reviewer	0 Active	

My Account

- » Edit My Profile
- » Change My Password
- » Log Out

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

HOME   ABOUT   USER HOME   SEARCH   CURRENT CONFERENCES   ANNOUNCEMENTS

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

Active Submissions

ACTIVE   ARCHIVE
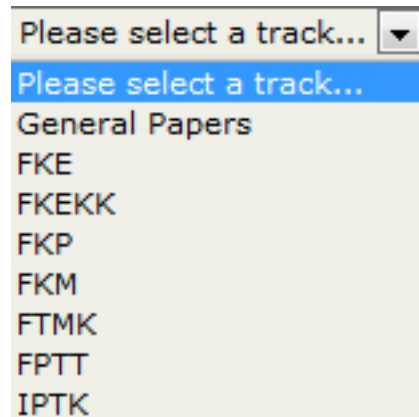
ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE
				No Submissions

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.

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

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.

Submission File

No submission file uploaded.

Upload submission file   Browse... No file selected.   Upload

Save and continue   Cancel
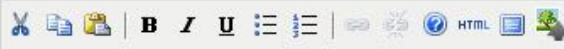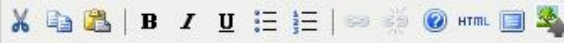
- Use the upload tool and select Save and Continue.

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*

Middle name

Last name*

Email*

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio statement
(E.g., department and rank)

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.

- 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.