

## EasyChair instructions for Authors

The submission and review of papers for 8<sup>th</sup> IconSWM 2018 will be managed through an online conference paper management system called [EasyChair](#). This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission. The submission process consists of four stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper Submission
4. Final paper submission

The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission
- Final paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at:

[8thiconswm.conference@gmail.com](mailto:8thiconswm.conference@gmail.com), and [iswmaw@gmail.com](mailto:iswmaw@gmail.com)

**In case you find difficulties, you are simply requested to submit by sending the paper through email : [8thiconswm.conference@gmail.com](mailto:8thiconswm.conference@gmail.com) & [iswmaw@gmail.com](mailto:iswmaw@gmail.com)**

### Steps to follow for paper submission through EasyChair

Step 1. Goto <https://easychair.org/conferences/?conf=8thiconswm2018>

**Step 2. Log in to EasyChair for 8th IconSWM 2018" page will be displayed**

In the Log in Box, If you have no EasyChair account, [create an account](#)

**Step 3: Create an Easy Chair Account - Step 1. Page will appear & Continue**

**Step 4: Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue."**

**Step 5: After registering, you will receive an email. Use the link provided in the email to continue the account registration process.**

**Fill out all of the required information (as shown in Figure 3), and click the "Create my account" button to finalize the account registration process.**

**Step 6: After the account is registered, you may log in to 8th IconSWM 2018 simply by clicking on the "click this link" link (as shown in Figure 4). Now you can submit.**

# 1 Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=8thiconswm2018>. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.

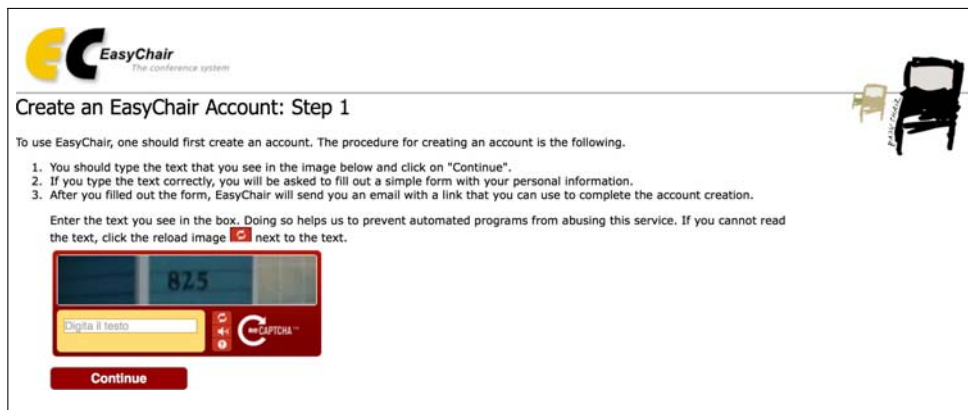


Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”

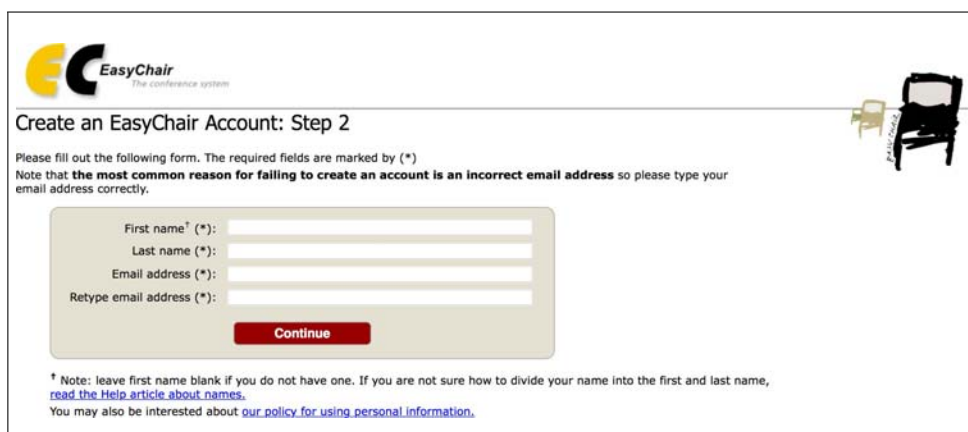


Figure 2: Fill in the form.

After registering, you will receive an email. Use the link provided in the email to continue the account registration process.

Fill out all of the required information (as shown in Figure 3), and click the “Create my account” button to finalize the account registration process.

Figure 3: Create an account.

After the account is registered, you may log in to 8<sup>th</sup> IconSWM 2018 simply by clicking on the “click this link” link (as shown in Figure 4).



Figure 4: Link to the login page.

**Note:** If your username appears taken, it is possible that you have signed up for Easy Chair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

## 2 Submit your abstract(s)

After logging in to the EasyChair website for 8<sup>th</sup> IconSWM 2018 you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract. Follow the on-screen instructions and fill out all of required information about the authors.

**Note:** You must use the same email address that you signed up with when creating the Easy Chair account. Fill out the text abstract, keywords and the related topics (as shown in Figure 5).

**Title and Abstract**  
The title and the abstract should be entered as plain text; they should not contain HTML elements.

Title (\*)

The abstract should not exceed 1000 words

Abstract (\*)

**Keywords**  
Type a list of keywords (also known as key phrases or key terms), and use them to characterize your submission. You should specify at least three keywords.

Keywords (\*)

**Topics**  
Please select topics relevant to your submission from the following list.

Experimental techniques for MCDPs Fundamentals of MCDPs

Figure 5: Abstract submission.

Click on the “Submit” link to submit your abstract. Please do not submit the full paper or any other files at this stage.

After completing a submission, a new menu bar (“Submission #” or “My Submissions” in the case of multiple submissions) is created. Click on “Submission #” for changing any information about the submission.

Use the links at the top-right corner for:

**Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.

**Updating author information for your submission:** select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.

**Uploading files:** the “Add file” link may be used to upload files. Please do not upload any files at this stage.

**Withdrawing the submission:** select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [8<sup>th</sup>iconswm2018@easychair.org](mailto:8<sup>th</sup>iconswm2018@easychair.org). Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

### 3 Draft paper submission

You can submit a draft paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar “Submission #” or “My Submissions” in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission, as shown in Figure 10. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information” and you may also update authors using the “Update authors” page. Most importantly, you have to submit a draft paper by selecting “Add file”. After

clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).

Once the draft paper review process is completed, you will receive acceptance/rejection notification with reviews by email.

#### **4 Revised paper submission**

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select “Update file” from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the “Submit” button.

#### **5 Final paper submission**

After the final revision, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select “Update file” from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the “Submit” button.