

MAKE A NEW SUBMISSION

If the submission period is open, you can submit your paper while connected on the website.

Depending on the configuration chosen by the conference administrator, you will be able to submit :

- an abstract,
- a fulltext following an accepted abstract,
- a fulltext only.

Conference administrators determine file format, size limits and paper format.

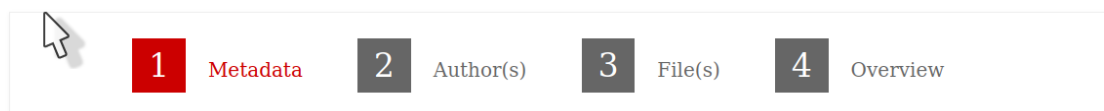
Note

Some conferences use “double blind” reviewing. In this case, authors should not include their name in the paper.

8.1 Submit an abstract

From the menu *My space > My submissions*, click on `Submit an abstract` button.

By default, you will have to fill in and check 4 steps: define the characteristics of your paper, add the authors, deposit the file and save the submission.



You may not be viewing the third step `File(s)`, depending on the configuration chosen by the conference administrator.

- Metadata step

Fill in at least all mandatory information marked with a *. Enter the title, abstract, keywords and choose the type of submission as well as the theme(s) in the proposed list.

If you are not asked for the summary at this stage, you will be asked at the `File(s)` stage, depending on the configuration made by the conference administrator.

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the step “Authors(s)”.

Note

If you remain in the Metadata step, an error has been detected in the form. Error messages appear in red.

- Author(s) step

This step allows you to add the authors of your submission.

By default, as a depositor, you appear as the author of the repository.

You can fill as many co-authors as you want by clicking on `Add an author (+)`.

In the window that appears, the first field allows you to search for authors already present either in the auréHAL repository, then in the Sciencesconf authors database.

The screenshot shows a web form titled 'Auteur' with a close button (X) in the top right corner. The form contains the following elements:

- A note: *(* : Champs obligatoires)*
- Instructions: **Utilisez le champ ci-dessous pour rechercher les auteurs du référentiel HAL et les auteurs de Sciencesconf.org ou remplissez le formulaire ci-dessous**
Commencez à saisir le nom de l'auteur. S'il apparaît cliquez dessus
- A search input field.
- A mandatory field 'Nom *' with an input field.
- A mandatory field 'Prénom *' with an input field.
- A field 'Autre(s) prénom(s), Initiales' with an input field.
- A mandatory field 'Email *' with an input field.
- A section 'Auteur correspondant' with the instruction *Les mails de ces auteurs sont affichés dans la fiche du dépôt* and two radio buttons: 'Non' and 'Oui'.
- A section 'Intervenant *' with the instruction *Au moins l'un des auteurs doit être intervenant* and two radio buttons: 'Non' and 'Oui'.
- A field 'Equipe de recherche' with an input field.

You can fill as many authors as you want by clicking on `Add an author (+)`.

For each author, you can add their affiliations by clicking on `Add Affiliation`. In the window that appears, the first field allows you to search for structures already present either in the auréHAL repository, then in the Sciencesconf affiliations database.

The screenshot shows a web form titled "Informations sur le laboratoire" with a close button (X) in the top right corner. Inside the form, there is a section for mandatory fields marked with an asterisk (*). The instructions state: "Utilisez le référentiel ou remplissez le formulaire ci-dessous" and "Commencez à saisir le nom d'une affiliation. Si elle apparaît, cliquez dessus". The form contains five input fields: 1. A search bar for existing affiliations. 2. "Nom *" (Name) with the instruction "Renseignez le nom de l'affiliation". 3. "Url de l'affiliation" (Affiliation URL) with the instruction "Indiquer l'adresse du site web". 4. "adresse" (Address) with the instruction "Indiquer l'adresse de l'affiliation". 5. "Pays *" (Country) with the instruction "Indiquer le pays de l'affiliation", which is a dropdown menu. At the bottom right of the form are "Ok" and "Annuler" (Cancel) buttons.

It is possible that author affiliations are mandatory, depending on the setting chosen by the site administrator.

For French affiliations, the seizure of at least one supervisory body is mandatory.

When hovering over an affiliation, the `Edit` and `Delete` actions appear.

› Centre pour la Communication Scientifique Directe (CCSD) [Editor] [Supprimer]
› Ajouter une affiliation...

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the “File(s)” or “Summary” step.

- File(s) step

This step allows you to upload your abstract as a file if it was provided by the conference administrator. You can also transfer additional data for your submission. If the abstract was already entered in first step, this part allows you to transfer additional data file (see the tutorial).

Otherwise, you will have to submit your abstract here.

The image below indicates that a file containing the abstract has been submitted.

Abstract

The main file will be automatically converted to pdf.

Parcourir... Aucun fichier sélectionné.

Upload

FILE	ACTIONS
Resume0.pdf	X

Do not forget to click on the `Upload` button. The file should appear below, under File. Check that the conversion to PDF has been successful by the presence of the icon .. image:: ../_static/deposer/icone_pdf.png.

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the “Summary” step.

- Overview step

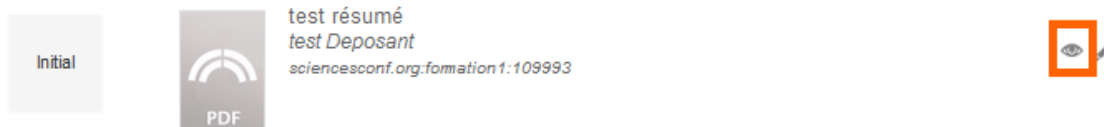
Finally, in the `Overview` step, you will be able to view your submission (all the data plus any additional files). If you want to return to your repository, click the previous steps at the top of the screen, otherwise click on `Submit` button.

A pop-up window informs you of the registration of your submission.

Tip

To preview the correct PDF conversion of your file (from a .doc file for example), do not hesitate

to click on *My space > My submissions* in the menu, then on the small eye to the right of your submission.



This will allow you to access the pdf version of your submission.

Type :	: Oral
Thématiques	: thématique2
PDF version	:  PDF version



8.2 Submit a fulltext

8.2.1 Submit a fulltext following an accepted abstract

You have received an email indicating that your abstract has been accepted and you wish to submit your communication. Go to the menu *My space > My submissions* and click on the small '+' to the right of your summary repository.

Mes dépôts


Consultez la liste de vos dépôts ⓘ


ETAT	TITRE	ACTIONS
Accepté pour oral	test résumé test Deposant sciencesconf.org:formation1:109993	 

You will see the 4 steps reappear: `Metadata`, `Author (s)`, `File (s)` and `Summary`. These data have been retained but can be modified.

In `File(s)` step, you will be able to choose and transfer the file of your communication.

Don't forget to check the conversion of your file in pdf format. In Overview step, if your submission is acceptable for you, click on `Submit` button. The status of your submission is Initial. At this point, you can still modify your submission (See the [Edit my submission](#) page).

 Paper



Please use the following template to submit your file
 [MODELE_DEPOT_SC.doc](#)

The main file will be automatically converted to pdf.

Parcourir...

 Aucun fichier sélectionné.

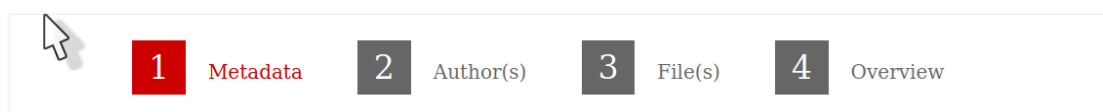
Upload

FILE	ACTIONS
 Resume0.pdf	

8.2.2 Submit a fulltext without an abstract

In order to submit a fulltext, go to *My space > My submissions* menu and click on `Submit a paper` button.

By default, you will have to fill in and check 4 steps: define the characteristics of your paper, add the authors, deposit the file and save the submission.



- Metadata step

Fill in at least all mandatory information marked with a *. Enter the title, abstract, keywords and choose the type of submission as well as the theme(s) in the proposed list.

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the step “Authors(s)”.

Note

If you remain in the Metadata step, an error has been detected in the form. Error messages appear in red.

- Author(s) step

This part allows you to inform the authors of your submission.

By default, as a depositor, you appear as the author of the repository.

You can fill as many co-authors as you want by clicking on `Add an author (+)`.

In the window that appears, the first field allows you to search for authors already present either in the auréHAL repository, then in the Sciencesconf authors database.

Auteur [X]

(* : Champs obligatoires)

Utilisez le champ ci-dessous pour rechercher les auteurs du référentiel HAL et les auteurs de Sciencesconf.org ou remplissez le formulaire ci-dessous

Commencez à saisir le nom de l'auteur. S'il apparait cliquez dessus

[Search bar]

Nom *

[Text input]

Prénom *

[Text input]

Autre(s) prénom(s), Initiales

[Text input]

Email *

[Text input]

Auteur correspondant
Les mails de ces auteurs sont affichés dans la fiche du dépôt

☐ Non
☐ Oui

Intervenant *
Au moins l'un des auteurs doit être intervenant

☐ Non
☐ Oui

Equipe de recherche

[Text input]

You can fill as many authors as you want by clicking on `Add an author (+)`.

For each author, you can add their affiliations by clicking on `Add Affiliation`. In the window that appears, the first field allows you to search for structures already present either in the auréHAL repository, then in the Sciencesconf affiliations database.

Informations sur le laboratoire

(* : Champs obligatoires)

Utilisez le référentiel ou remplissez le formulaire ci-dessous
Commencez à saisir le nom d'une affiliation. Si elle apparaît, cliquez dessus

Nom *
Renseignez le nom de l'affiliation

Url de l'affiliation
Indiquer l'adresse du site web

adresse
Indiquer l'adresse de l'affiliation

Pays *
Indiquer le pays de l'affiliation

Ok

Annuler

It is possible that author affiliations are mandatory, depending on the setting chosen by the site administrator.

For French affiliations, the seizure of at least one supervisory body is mandatory.

When hovering over an affiliation, the `Edit` and `Delete` actions appear.

- File(s) step

Do not forget to click on the `Upload` button. The file should appear below, under File. Check that the conversion to PDF has been successful by the presence of the icon .. image:: ../_static/deposer/icone_pdf.png.

1

Metadata

2

Author(s)

3


File(s)

4

Overview

Paper

Please use the following template to submit your file


 MODELE_DEPOT_SC.doc

The main file will be automatically converted to pdf.

Parcourir...

Aucun fichier sélectionné.

Upload

FILE	ACTIONS
 <u>Resume0.pdf</u>	

- Overview step

A pop-up window informs you of the registration of your submission.

To preview the correct PDF conversion of your file (from a .doc file for example), do not hesitate to click on *My space > My submissions* in the menu, then on the small eye to the right of your

Sciencesconf

submission.

This will allow you to access the pdf version of your submission.

Type :	:	Oral
Thématiques	:	thématique2
PDF version	:	 PDF version

THE VARIOUS STATUTES OF A SUBMISSION

The various statutes regarding your submissions are :

- Accepted : your submission has been accepted and is no longer editable.
- Refused : your submission has been refused.
- Reviewed : your submission has been assessed but the coordinator has not yet decided what to do next. Your deposit is not modifiable.
- Awaiting update : the administrators of the website are waiting for a change on your part on the submission.
- Initial : indicates that your submission has not been reviewed by the reviewers. No action has yet been taken from conference coordinators, you can still edit your deposit.

Mes dépôts

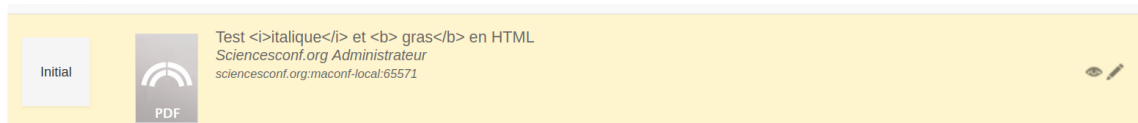
Consultez la liste de vos dépôts ⓘ

ETAT	TITRE	ACTIONS
Accepté pour oral	test 1 formation2 deposit sciencesconf.org:formation2:109997	
Refusé	test 2 formation2 deposit sciencesconf.org:formation2:109998	
Relu	test 3 formation2 deposit sciencesconf.org:formation2:109999	
Attente de modif.	test 4 formation2 deposit sciencesconf.org:formation2:110000	
Initial	test 5 formation2 deposit sciencesconf.org:formation2:110001	

EDIT MY SUBMISSION

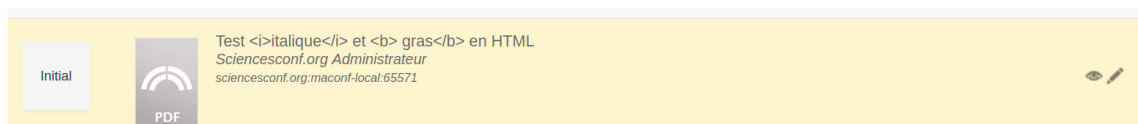
You can't modify your submissions which are « Accepted » (in green), « Refused » (in red) or « Reviewed » (in white). If you want to edit these submissions, you can contact the conference's administrator. The contact's link is in the conference website menu.

However, if your submission is in « Initial » status (no action by reviewers or administrators) or in « Awaiting update » status (site administrators expect a change from you), you can go to the menu *My space > My deposits*, click on the pencil icon at the right of your deposit and edit it.



ACCESS THE EVALUATION OF MY SUBMISSION

Once your submission is evaluated, you will be able to access the notes and reviews of the reviewers by clicking on the small eye to the right of your deposit in the *My space > My deposits* menu.



If there are any changes to your deposit, you will receive an email with the comments of the coordinator.

10/10

AVIS DES RELECTEURS

10/10

Relecteur 1 (-)

15/11/2016

› Grille de notation

▪ originalité : 2 - bon

› Commentaire auteur

▪ Cher auteur merci de modifier le titre.

