

Guideline for Authors

Registering as an Author

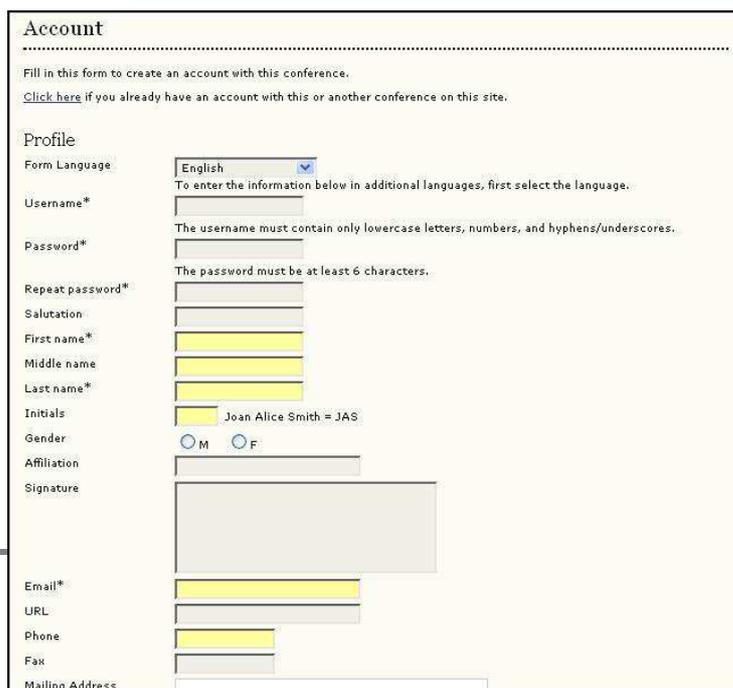
When an author is interested in submitting a proposal for your conference, he will need to visit [ICESBA](#) website, and in the login page, he can enter their existing account information, or if he is new to the site, register for a user account before he can proceed.



Figure 1: Log IN

Registration requires filling in a few brief fields on the web form.

Figure 2: Author Registration



Upon completion of the form, the author will be taken directly to the proposal submission section. He could also choose to logout and submit their paper at a later date.

Submitting a Proposal

To submit a proposal, the user will need to be logged in as an Author (see previous section). From the User Home page, under Roles, select Authors.



Figure 3: Logging in Author

Once logged in, the author should follow the steps by clicking on the link under “Start here to submit a paper to this conference”.

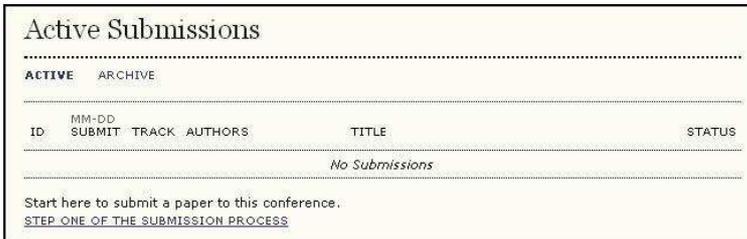


Figure 4: Start Here to Submit a Paper to This Conference

Step1:Starting the Submission

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



Figure 5: Selecting the Track

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 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"; and clicking Save.

Figure 6: Submission Checklist

If any of the items are not checked, the submission cannot proceed. Next, the author must agree to the Copyright Notice (as setup previously).

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.

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this conference (comments to the director can be added below).

Figure 7: Copyright Notice

If the Notice is not checked, the submission cannot proceed. Finally, the author can add any additional comments.

Comments for Conference Director

Enter text (optional)

Figure 8: Author Comments

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

Step2: Entering the Submission's Metadata

Information about the author is automatically pulled in from the user's account.

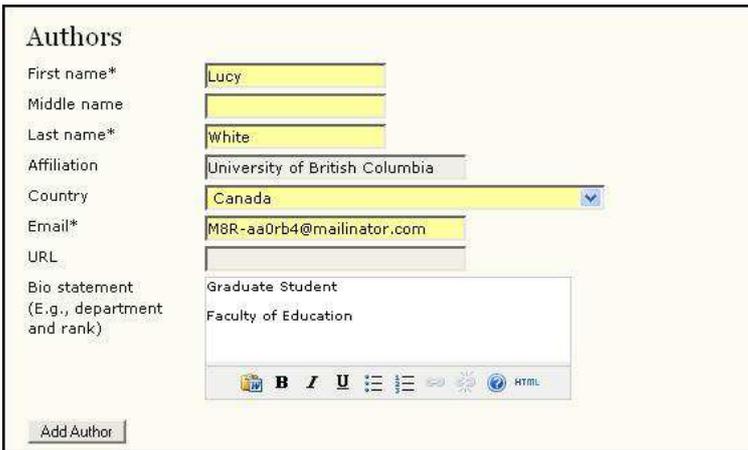


Figure 9: Author Information

Using the Add Author button, additional authors can be added to the submission. However, the author filling in the form (in the above example, Lucy White), will be considered the primary author.

Next, the author must specify the type of submission (e.g., Single presentation, Panel Presentation).

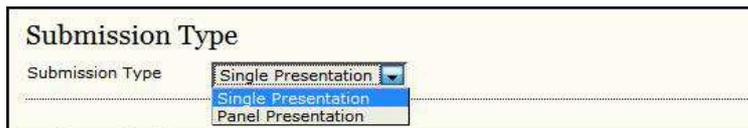


Figure 10: Submission Type

The next section allows the author to enter the title and abstract for their proposal.

Title and Abstract

Title*

Abstract*

Figure 11: Title and Abstract

Next, the author would add their preferred indexing terms.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines
 Publishing; Library and Information Studies; Education

Subject classification
 LCC

Keywords
 Scholarly Communication; Open Access; Open Source; Libraries

Language
 English=en; French=fr; Spanish=es. [Additional codes.](#)

Figure 12: Indexing

Finally, the author would enter any supporting agencies that provided funding for their research.

Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Figure 13: Supporting Agencies

When this stage is completed, the author selects Save and Continue to complete their submission (if the conference is set up to initially only accept abstracts) or move on to Step 3, to upload their submission file.

Step3:Uploading the Submission

Step 3. Uploading the Submission

1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. 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 [Kevin Stranack](#) for assistance (604-291-1235).

Submission File

No submission file uploaded.

Upload submission file

Figure 14: Uploading the Submission

Use the upload tool and select Save and Continue.

Step4:Uploading Supplementary Files

If permitted in the conference setup, authors may also be given the option to upload supplementary files, such as data sets.

Step 4. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

Figure 15: Uploading Supplementary Files

The author is required to fill in metadata about the supplementary files.

Step 4a. Add a Supplementary File

<< Back to Supplementary Files

Form Language: English
 To enter the information below in additional languages, first select the language.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*: Supplement

Creator (or owner) of file: _____

Keywords: _____

Type: Data Analysis
 Specify other: _____

Brief description: _____

Publisher: _____
 Use only with formally published materials.

Contributor or sponsoring agency: _____

Date: 2008-04-26
 YYYY-MM-DD
 Date when data was collected or instrument created.

Source: _____
 Name of study or other point of origin.

Language: English
 English=en; French=fr; Spanish=es; Additional codes.

Supplementary File

File name: 40-59-1-SP.doc

Figure 16: Add a Supplementary File

Step 5: Confirming the Submission

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

Step 5. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to PKP Scholarly Publishing Conference 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 journal web site. Thank you for your interest in publishing with PKP Scholarly Publishing Conference.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
58	TESTDOCUMENT.DOC	Submission File	38KB	04-26
59	TESTDOCUMENT.DOC	Supplementary File	38KB	04-26

Finish Submission Cancel

Figure 17: Confirming the 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.



Active Submissions

Submission complete. Thank you for submitting your work to PKP Scholarly Publishing Conference.

[» Active Submissions](#)

Figure 18: Active Submissions

After the proposal has been successfully submitted, the author can log in again to see the status of their proposal. In the example below, the proposal is currently Awaiting Assignment. They can also submit another proposal, if desired.

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
40	04-26	GEN	White	USING DCs TO INCREASE SCHOLARLY IMPACT	Awaiting assignment

1 - 1 of 1 Items

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

Figure 19: Status of Submissions

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.

If resubmitting the revised submission, the author should use “Browse” and “Upload” buttons next to Upload Author Version under Director Decision on the Review Page.

Director Decision

Decision: Revisions Required 2008-04-08

Notify Director: Director/Author Email Record 2008-04-08

Director Version: [6-6-1-DR.DOC](#) 2008-04-08
[6-6-2-DR.DOC](#) 2008-04-08

Author Version: None

Upload Author Version:

Figure 20: Upload Author Version



If the conference is set up to only collect abstracts or if you submitted the paper or presentation file during the initial submission process, that will be the end of your tasks. However, if the conference is set up to first collect your abstract and requires you to later submit your paper or presentation files (see the Setup section for the Conference Manager), you will be asked to do so (see the Author's Step 3: Uploading the Submission).