

*PaperPlaza and PaperCept Conference Manuscript Management
and Registration Systems*

Getting Started Manual: Authors

PaperCept, Inc.
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Getting Started Manual: Authors

Contents

1. Create and Maintain a Personal Profile.....	1
<i>Who Needs a User Profile and Why?.....</i>	<i>1</i>
<i>What Information is Stored in the System and Who Has Access to it?</i>	<i>1</i>
<i>How Do I Locate, Update or Create a User Profile?</i>	<i>1</i>
<i>Verification of the Personal Data at Log In.....</i>	<i>4</i>
2. Initial Manuscript Submission.....	6
<i>How Do I Prepare My Manuscript?</i>	<i>6</i>
<i>What Is PDF and Why Do I Have to Upload the Manuscript File in Compliant PDF Format?</i>	<i>6</i>
<i>What Information Do I Need for Uploading the Manuscript?.....</i>	<i>6</i>
<i>What Are the Steps Involved with Initial Submission?.....</i>	<i>7</i>
<i>Can I Update My Paper Title, Abstract, Author list or Re-upload the Paper?.....</i>	<i>14</i>
3. When Will I Be Notified About My Paper?	16
4. Final Manuscript Submission	17
<i>The Reviewers Suggested No Changes. Can the System Automatically Transfer My File from Initial to Final Submission? ...</i>	<i>17</i>
<i>What Additional Information Must I Provide to the System to Upload the Final Paper?</i>	<i>17</i>
<i>Can You Show Me the Step by Step Final Submission Process?.....</i>	<i>19</i>
<i>May I Re-Upload My Final Version?</i>	<i>22</i>

1. Create and Maintain a Personal Profile

Who Needs a User Profile and Why?

Every user who interacts with the system in any capacity needs to create and maintain a current profile of personal data in the system. The system is entirely web-based and database driven, therefore it is necessary to have the latest contact data (in particular the e-mail address) of all users of the system. The same information is used by administrators to contact users, editorial board to locate eligible reviewers, authors to identify their co-authors, etc.

What Information is Stored in the System and Who Has Access to it?

The system stores the following information:

- Full name
- Contact address
- E-mail, phone and fax. Phone and fax are optional
- PIN (numerical identification number assigned to you when you set up a profile) and password
- Research interest profile

This information is requested from you at the time you open the account on the system.

Your society's or organization's conference administrators have access to your personal data and can dispatch your password to the email addresses specified in your account. Note also that Editors and Associate Editors can access the data (but not the password) and edit some of the fields, in particular update the e-mail address. This data is not shared by any third part mailing list managers or marketers.

How Do I Locate, Update or Create a User Profile?

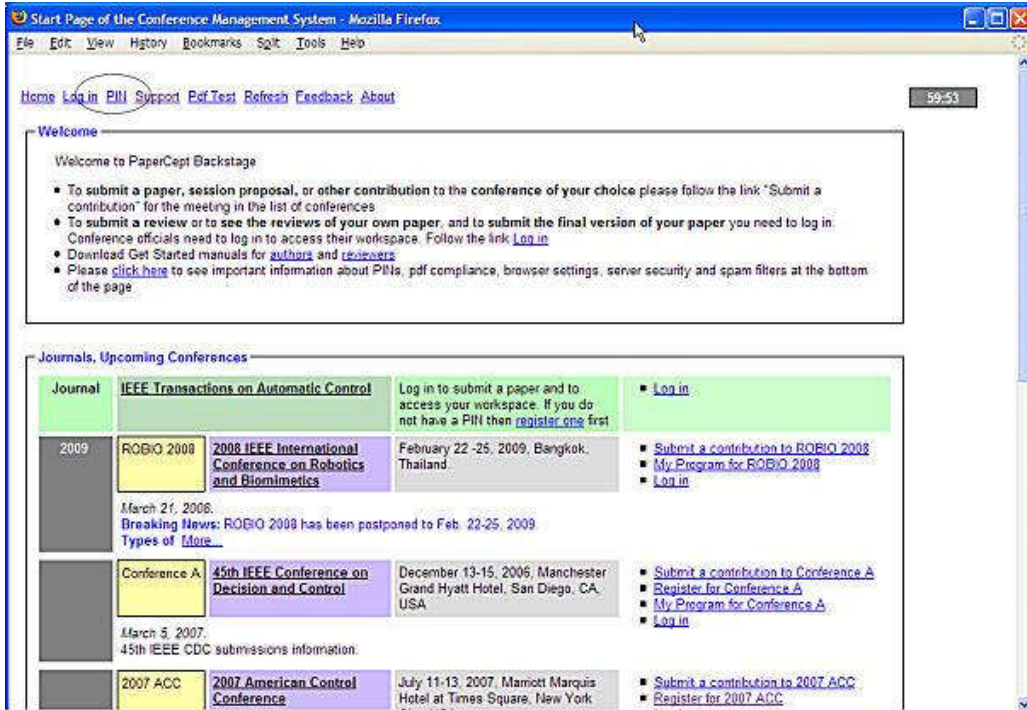
Before you create a new profile, make sure that owing to some earlier interaction with the system, you do not already have a user profile.

- To check whether you already have a profile,
- If you located your profile, but need to recover your password,
- To create a new Profile,
- To update your Profile data,

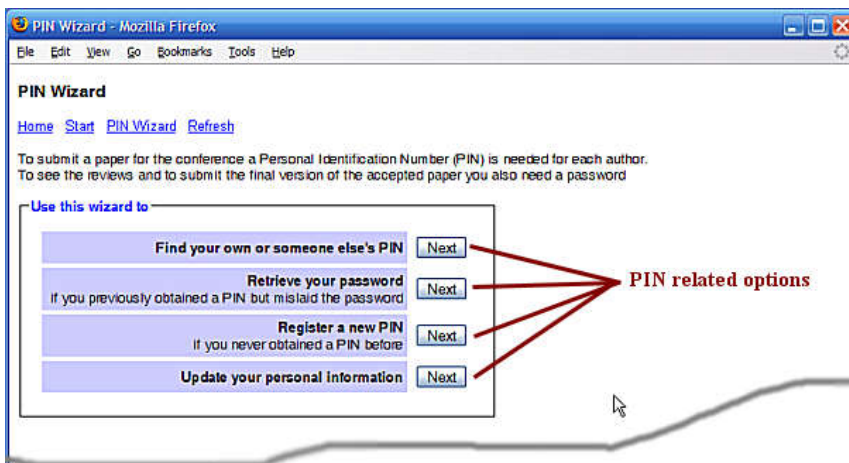
follow these steps:

Step 1: Go the Start page of the submission site – always in the format: <http://subdomain.papercept.net>.

This is the starting point for all conference related activities and has valuable information about all active conferences. This page serves to let the users manage their accounts as well as submit papers.



Step 2: If you do not already have your PIN and password, you need to retrieve the same. Follow the PIN link to get to the PIN wizard.



Choice 1: To check if you or a colleague has a PIN on the system, click on the Next button next to the option: "Find your own or someone else's PIN." You are presented with an input field to enter the "Surname" as shown in the

next screen capture. Note that for privacy you need to enter the full surname. If you wish to find someone called Johnson you need to type exactly that.

The screenshot shows a web browser window titled 'PIN Wizard - Mozilla Firefox'. The page has a menu bar with 'File', 'Edit', 'View', 'Go', 'Bookmarks', 'Tools', and 'Help'. Below the menu bar, the title 'PIN Wizard' is displayed. There are links for 'Home', 'Start', 'PIN Wizard', and 'Refresh'. The main heading is 'Find your own or someone else's PIN'. Below this, a sub-heading says 'Enter the full surname and click on Submit'. There is a text input field labeled 'Surname' containing the text 'Misra'. Below the input field are two buttons: 'Back' and 'Submit'.

Upon clicking Submit, you are presented with a listing of PINs corresponding to the surname that was entered. If you find the PIN of the person you were looking for (including your own), note it down and click on "Back".

Choice 2: If you already have an account on the system, but have forgotten your password, you may retrieve it by following the link "Retrieve your password." If your email address is current, you may request the password to be sent to that address. If your email address has changed you may follow the link "Email Address Update Request," encircled in the next figure.

The screenshot shows a web browser window titled 'PIN Wizard - Mozilla Firefox'. The page has a menu bar with 'File', 'Edit', 'View', 'Go', 'Bookmarks', 'Tools', and 'Help'. Below the menu bar, the title 'PIN Wizard' is displayed. There are links for 'Home', 'Start', 'PIN Wizard', and 'Refresh'. The main heading is 'Retrieve your password'. Below this, a sub-heading says 'Enter your PIN and click on Submit'. There is a text input field labeled 'PIN' containing the text '12345'. Below the input field are three buttons: 'Back', 'Submit', and 'Send'. The 'Submit' button is circled in red. Below the form, there is a section for 'Click on the Send button to e-mail the PIN and password to' followed by a redacted email address. Below this, there is a note: 'Password information is sent by e-mail only'. Then, there is a paragraph: 'If you do not have your password and the e-mail address in the database is no longer valid then please submit a [E-mail Address Update Request](#)'. The link 'E-mail Address Update Request' is circled in red. Below this, there is another paragraph: 'The e-mail address will be updated within one business day if not sooner and you will receive a notification by e-mail'. At the bottom of the browser window, the status bar shows 'Done' and 'demo1.papercept.net'.

Choice 3: If you do not have a PIN on the system, please create a new one by following the link “Register a new PIN” from the PIN Wizard menu. You will be presented with a form where all fields are required.

After you complete the four fields and click on “Submit” the system will send an e-mail message to the designated e-mail address or addresses. This email has a link that allows the recipient to request the password.

Verification of the Personal Data at Log In

Each time you log in, the system checks if your personal data are incomplete or if anyone modified them since you last approved them. If the system detects that either is the case then your Personal Information page appears with the request to check and approve the personal information. In particular, when you never logged in before the following screen appears. After completing a few additional required fields and clicking on “Submit” you will be able to continue to log in by following the Log in link.

Personal Information Form of John Tester

[Home](#) [Log in](#) [PIN](#) [Support](#) [Pdf Test](#) [Service interruptions](#) [Refresh](#) [Feedback](#) [About](#)

56:04

Please read this

This page is displayed because this is your first log in and you never approved your personal information

You will not be able to log in before you completed the following steps

1. Check all the entries below and complete or correct them as necessary
2. Click on the Submit button at the bottom of the form

When finished continue to log in by following the link [Log in](#)

Important note: If someone else created this account for you then it is strongly recommended that you change the password

[Inspect all logged changes](#) [Cancel the page](#)

Update the personal information of John Tester

Change or complete the fields that need correction and press the Submit button at the bottom of the form
Required fields are marked with an asterisk*
Enter a single dash - if the field does not apply

	Created December 21, 2009, 04:30 Last modified December 21, 2009, 04:30 Last approved by user
PIN 19834	
Login alias	You may log in to the system with this alias instead of your PIN. An alias may contain lower and upper case characters, digits, spaces, underscores, hyphens, periods and the character @. An alias may not consist of digits only and is case insensitive. The alias is for logging in only and even if you set up an alias you will still need your PIN to submit a contribution to the conference
PIN active	✓ Click on the image to de-activate the PIN De-activate a PIN only when the PIN needs to be deleted but the system does not allow the PIN to be deleted. If a PIN is inactive then the PIN owner may still log in to the system but the PIN owner is involved in. Inactive PINs cannot be deleted.

E-mail address* j.tester@nosuch.edu

You may provide several e-mail addresses, separated by commas
Note: Institutional spam prevention policy may prevent email from our server to be delivered. Consider using a private or web-based email address in addition to your institutional address

Password*

If you leave this field blank then you will automatically receive a five-character password.

☒ Send an e-mail message with the PIN and password to the PIN owner
☐ Uncheck this box if no e-mail message should be sent

Update the database

Cancel the page

Delete the PIN from the database

You may delete the PIN only if the PIN is not in use by any active database. If the system does not allow you to delete the PIN but you do not want to use it any more then please de-activate the PIN by clicking on the ✓ above

This screen also appears, with a different message, if some of the fields were modified and the system wants you to check and approve these modifications.

2. Initial Manuscript Submission

How Do I Prepare My Manuscript?

For information about the submission deadlines and the general format of the manuscript of your paper please refer to the website of your conference.

Word and LaTeX templates for the preparation of the manuscript may be downloaded from the Support section of the PaperPlaza/PaperCept submission site.

What Is PDF and Why Do I Have to Upload the Manuscript File in Compliant PDF Format?

PDF by Adobe has become a de facto standard for electronic archival of documents. This format has been adopted by most major publishing houses as well as by IEEE for its electronic archival system XPlore. Readers for PDF (Portable Document Format) are freely available for all platforms.

The PaperPlaza and Papercept Conference Manuscript Management Systems by PaperCept, Inc. works extensively with PDF files and is capable of checking the files at the time of upload for various features that make it cross-platform compliant.

Please note that converting your Microsoft Word or LaTeX source file to PDF using the default settings of your Word or LaTeX software will *not* automatically result in compliant PDF, even if you use the conference template files. PDF files generated this way most likely will not be accepted by the system.

- To generate compliant PDF from Word using Adobe Acrobat PDF Maker you need to use the correct Acrobat settings. See the extensive instructions in the Support section of the submission site.
- To generate compliant PDF from Word 2007 using the free Microsoft PDF Add-In you need to switch to the setting “ISO compliant.” Again see the instructions in the Support section of the submission site.
- There are various ways to generate compliant PDF from your LaTeX source file. Please refer to the Support section of the submission site.

If your conference subscribes to the PaperCept Compliant PDF Creation service then you may simply upload your Word or LaTeX source file, or your pdf file, and it will automatically be converted to compliant pdf.

What Information Do I Need for Uploading the Manuscript?

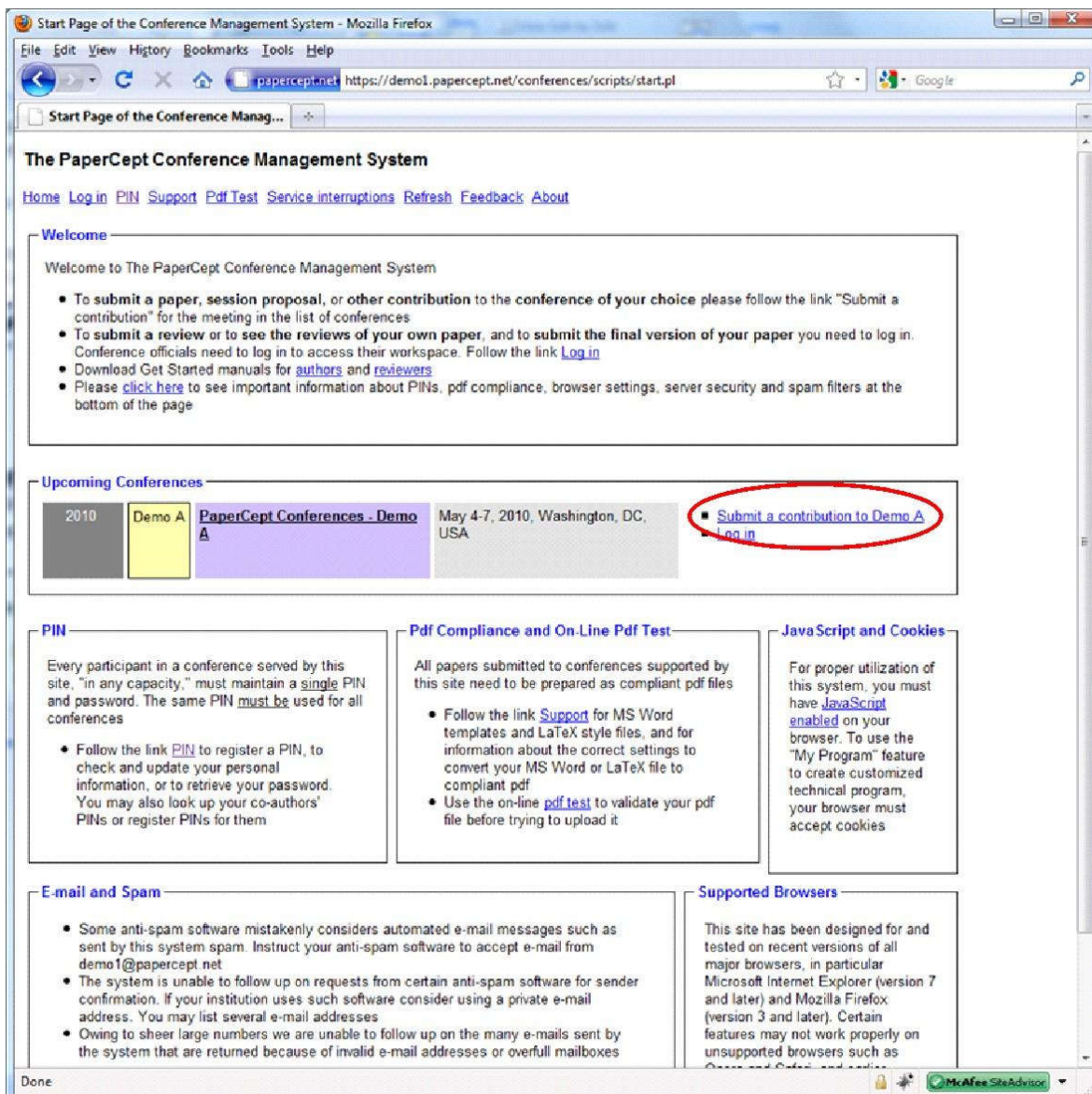
Please make sure that you have the following information available to you at the time of “initial” submission of your manuscript:

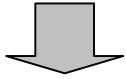
- PINs of all co-authors of the manuscript – it is necessary to enter all PINs at this stage to identify all authors. Please enter the PINs in the same order as the names appear on the manuscript. You will need to designate one of the authors as the “corresponding author.” Only the corresponding author may update submission information, re-upload paper or submit the final paper.

- A “text only” abstract of approximately 200 words. This is required by most conferences to solicit reviews from reviewers and to produce a Book of Abstracts.
- A PDF file of your manuscript that has been checked for compliance. You may test whether the file is compliant by following the link “Test your PDF file” on the Start page of the submission site.
- You should have the authority to sign a “Commitment Statement” to the effect that you will comply with conference policy regarding registration and final manuscript submission.

What Are the Steps Involved with Initial Submission?

Here is the step by step procedure. The start point of all actions is the home page of the submission site: <http://subdomain.papercept.net> where subdomain usually refers to your society’s acronym.





Click on “Submit a contribution.” Individual papers, session proposals, papers to invited sessions are all handled through the same link.

Submission Wizard for the PaperCept Conferences - Demo A

[Home](#) [Log in](#) [PIN](#) [Support](#) [Pdf Test](#) [Service interruptions](#) [Refresh](#) [Feedback](#) [About](#)

Check the submission deadlines and follow the appropriate link if the site is open for submission.

The site opens for submission at 00:00 hrs server time on the date indicated.
The site closes for submission at 24:00 hrs (midnight) server time on the date indicated.

The current time at the server is **Saturday, December 26, 2009, 03:44:55**

If you do not see the seconds change in the time display then your browser has Javascript disabled
In this case click on the link [Refresh](#) near the top of the page to update the time display

[Cancel the page](#) [Cancel](#)

	Type of submission	Open	Deadline	
First submissions	Invited Session Proposal	October 1, 2009	December 31, 2009	Submit
	Invited Session Paper	October 1, 2009	December 31, 2009	Submit
	Regular Paper	October 1, 2009	December 31, 2009	Submit
	Poster	October 1, 2009	December 31, 2009	Submit
Final submissions	Invited Session Paper	February 1, 2010	February 28, 2010	Closed
	Regular Paper	February 1, 2010	February 28, 2010	Closed
	Poster	February 1, 2010	February 28, 2010	Closed



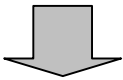
Click on the appropriate link to either submit an Invited Session Proposal, an Invited Session Paper, a Regular Paper, or a Poster. This takes you to a submission form. On this form you will be required to submit the following data:

- *Paper title*: Please use sentence case and ASCII characters only.
- *Award(s)*: If the conference is configured to allow you to submit your paper for Award consideration, you will see a dropdown list to select the award.
- *Author PINs*: It asks you for number of authors. Enter the right number and click on Go.
- *Author PINs (contd.)*: Clicking on ‘Go’ creates the number of fields that has been specified. In each field enter a valid PIN for each co-author and click on the radio button next to the “corresponding author”. Click on “Check” to verify that you entered the correct PIN or PINs.
- *Keywords*: Select conference designated keywords for paper classification. Unless you select these keywords you will not be able to proceed.
 - Click on “Go” next to “Keywords.”
 - Select up to three keywords from the given set.

- Click on the “Submit” link in the box with the keywords to save the keywords and to return to the main submission page.
- *Type of presentation*: Only if required by the conference.
- *Abstract*. Only if required by the conference.
- *Commitment*: Only if required by the conference. Check the checkbox “I agree” to agree with conference policy.
- *Verification*: Click on Verify to confirm that information provided is accurate. When you click the button the system checks that it is complete and in the correct format.
- Click on Next to go to the File Upload page

The following screen captures illustrate various steps.

The screenshot shows a web browser window titled "Submission wizard - Mozilla Firefox". The address bar shows the URL "https://demo1.papercept.net/conferences/scripts/submission.pl". The page title is "Submission Form for the PaperCept Conferences - Demo A". There are navigation links: Home, Log in, PIN, Support, Pdf Test, Service interruptions, Refresh, Feedback, About. A timer shows 57:39. A warning message says: "Warning: Test your pdf file before uploading it". The main section is titled "Submit Regular Paper to PaperCept Conferences - Demo A". It contains a "Submission information section" with instructions: "Use this page to submit a contributed paper. Complete the fields in this section and click on the Verify button. All fields are required, including the keywords". The form fields are: "Type of submission" (Regular Paper), "Select the award for which you wish to compete (if any)" (None), "Title of the paper*" (Test Paper), and "How many authors does the paper have?*" (1). There is a "Go" button and a note: "Click on 'Go' to display the correct number of author slots. At most 24 authors are supported". The status bar at the bottom shows "Done" and a McAfee SiteAdvisor icon.



Submission wizard - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/submission.pl

Submission wizard

Submission Form for the PaperCept Conferences - Demo A

Home Log in PIN Support Pdf Test Service interruptions Refresh Feedback About

Warning: Test your pdf file before uploading it

Submit Regular Paper to PaperCept Conferences - Demo A

Submission information section
Use this page to submit a contributed paper. Complete the fields in this section and click on the Verify button. All fields are required, including the keywords.

Type of submission: Regular Paper

Select the award for which you wish to compete (if any): None

Title of the paper*: My Paper

How many authors does the paper have?: 2 Go Click on "Go" to display the correct number of author slots. At most 24 authors are supported

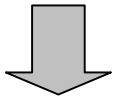
Follow the link PIN to look up or register your Personal Identification Number (PIN) and the PINs of all your co-authors in a separate browser window. List the PINs in the order in which the authors appear in the paper and check the corresponding author

Enter the PIN of author 1*: 4369 Pradeep Misra, Corresponding author

Enter the PIN of author 2*: 1234 PIN 1234 cannot be found

Keywords*: Go Choose an ordered set of keywords

Done



Keywords - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/submission.pl

Keywords

Keyword Selection for PaperCept Conferences - Demo A

Refresh Cancel the page

Please choose at least one and not more than three keywords by selecting one of the priorities 1 to 3 for each of the chosen keywords. A keyword with priority 1 has precedence over a keyword with priority 2, etc. Keywords with priority 0 are not considered. The keywords are used to assign reviewers to the submission and, if the submission is accepted, to schedule it in a session. The keywords are also added to the keywords lists in the personal profiles of all authors.

- If your submission is a paper then the first keyword should constitute a sensible title for the session in which your paper is to be presented
- For some conferences, the Category to which the first keyword belongs determines the subject area within the conference program to which the paper is assigned
- The total length of the chosen keywords cannot be more than 250 characters
- No two keywords can have the same priority. If you need to de-select a keyword then select priority 0
- You will not be able to change the keywords after the paper has been submitted

The list below shows the keywords for Demo A. Scroll down to see all keywords. Your current selection is shown in the panel on the right. If your selection is ready then click on the link "Submit" to continue

Category	Priority	Keyword
	1 2 3 0	
		☒ Intelligent agents and multi-agent systems
		☐ Architectures
		☐ Frameworks, formalisms and models
		☒ Adjustable autonomy
		☐ Service Oriented Knowledge Utilities
		☐ Co-ordination, communication and planning
		☐ Grid Technologies
		☒ Adaptive systems
		☐ Self-organizing systems

Current Keywords Drag me

If your selection is ready then click on **Submit** to continue

Adjustable autonomy
Adaptive systems
Intelligent agents and multi-agent systems

Done

Submission wizard - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/submission.pl

Submission wizard

How many authors does the paper have? 2 Go Click on "Go" to display the correct number of author slots. At most 24 authors are supported

Follow the link [PIN](#) to look up or register your Personal Identification Number (PIN) and the PINs of all your co-authors in a separate browser window

List the PINs in the order in which the authors appear in the paper and check the corresponding author

Enter the PIN of author 1* 4369 Pradeep Misra, Click on [Check](#) to check the PIN

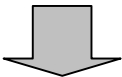
Enter the PIN of author 2* 3449 Corresponding author

Keywords* Go Choose an ordered set of keywords Adjustable autonomy; Adaptive systems; Intelligent agents and multi-agent systems

Type of presentation* Poster

Abstract* This is my abstract.

Done



Commitment*

By uploading this paper I agree to comply with the conference registration policy and to attend the conference and present the paper if my manuscript is accepted.

I understand that, in the event I am unable to attend the conference for any reason, it is my responsibility to insure that the paper is presented at the conference, either by one of my co-authors or a qualified colleague.

I also understand that failure to do so may result in imposing sanctions or restrictions on my and my co-authors' participation in future conferences.

☒ I agree

Next

Click on the Next button to verify the data that has been entered and to continue to the File Upload Section

Cancel

File Upload page

The appearance and functionality of the File Upload page depends on whether the Papercept Compliant PDF Conversion Service is available for the conference.

If the Papercept Compliant PDF Conversion Service is not available then you will see an upload box for your submission like this:

Locate the file with your paper on your computer

File upload is required. Single file with the extension pdf. The page limit is 8 pages. The maximal file size is 2.2 MB

Upload your pdf file. Click on the link for detailed instructions

Locate your file on your computer

Extension pdf or zip. Maximal file size 6 MB

The file is uploaded as soon as it has been selected

Use ASCII characters only

The screenshot shows a web form for uploading a PDF file. A red arrow points from a text box labeled "Use ASCII characters only" to the file name input field. The form includes instructions on file format (pdf or zip), size (6 MB), and page limit (8 pages). A "Browse..." button is visible next to the file name field.

Click on Browse button to locate the pdf file on your computer. Please make sure that the filename and file-path is all ASCII. You may receive an error message otherwise.

If the Papercept Compliant PDF Conversion Service is available then you will be able to upload Word files and LaTeX source file packs for conversion to pdf:

Locate the file with your paper on your computer

File upload is required. Single file with the extension pdf. The page limit is 8 pages. The maximal file size is 2.2 MB

Compliant conversion: Pdf files, Word files and LaTeX file packs are converted to compliant pdf. Click on the links for detailed instructions

Locate your file on your computer

Extension pdf, doc, docx or zip. Maximal file size 6 MB

The file is uploaded as soon as it has been selected

This screenshot shows the same file upload interface as the previous one, but with an additional section for "Compliant conversion". It states that Pdf files, Word files, and LaTeX file packs are converted to compliant pdf. A "Browse..." button is visible next to the file name field.

Click on one of the links Pdf files, Word files or LaTeX file packs for more detailed instructions. The file is uploaded as soon as it has been selected. You will see a progress report and a status report like this after the upload has been completed:

Locate the file with your paper on your computer

File upload is required. Single file with the extension pdf. The page limit is 8 pages. The maximal file size is 2.2 MB

Compliant conversion: Pdf files, Word files and LaTeX file packs are converted to compliant pdf. Click on the links for detailed instructions

Locate your file on your computer

Extension pdf, doc, docx or zip. Maximal file size 6 MB

The file is uploaded as soon as it has been selected

You uploaded the file AIM2009-paper_150.doc
The file was successfully converted
Caution: 60 minutes after its creation the pdf file (838.8 KB, Wed Oct 5 12:05:30 2011) is deleted from the server.
[Download](#) the pdf file to examine it
The copy that you download is marked with margin information
After submission has been completed you may download an archive copy of the submission
[Delete the pdf file](#)

The pdf file has been created and is ready to be submitted
Follow these steps to submit your file

- [Download](#) the examination copy and inspect every page
- Scroll down to select any attachments that you wish to upload (if available)
- Click on the Submit button at the bottom of the page

[View the Log](#)

Locate the file with your Video attachment on your computer

Description: Video attachment

Consult the [conference website](#) for more information

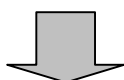
This attachment is optional. You may upload the attachment now, or do this later by logging in as author for this conference with your PIN and password and following the appropriate link. You may upload or re-upload this attachment until 10 days after the submission deadline October 20, 2011. The maximal file size is 20 MB. Single file with the extension mpg or wmv.

The screenshot shows the status report after a successful upload and conversion. It displays the file name, size, and creation date. It also provides instructions on how to download the file, delete it, and submit it. A "View the Log" link is also present. Below the status report, there is a section for uploading a video attachment, which is optional and has a 20 MB limit.

It is the author's responsibility to download the pdf file and examine it. PaperCept is not liable for inaccuracies in the output

If you need to upload any attachments to your submission then use the browse buttons that are available for this purpose to locate the files on your computer.

The converted manuscript file and any attachments that you selected for uploading are uploaded when you click on the Submit button at the bottom of the page. Review the information carefully because this step cannot be undone. It depends on conference policy if you are able to update the information afterwards.



Acknowledgement that all is well with the file. If not, suitable warnings are displayed and you will not be able to upload the file until the warnings are addressed.

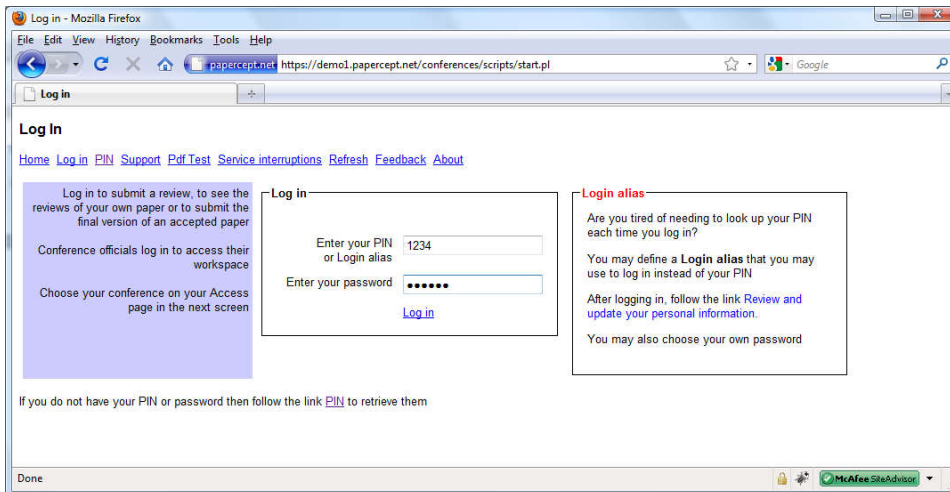
You may use the link Download to download an archive copy of the submission as it was saved by the system.

Note: If you selected your paper to compete for an award, the system may automatically assign it to two profiles, one for the regular evaluation and one for the evaluation within the award competition. Accordingly, the paper receives two separate submission numbers.

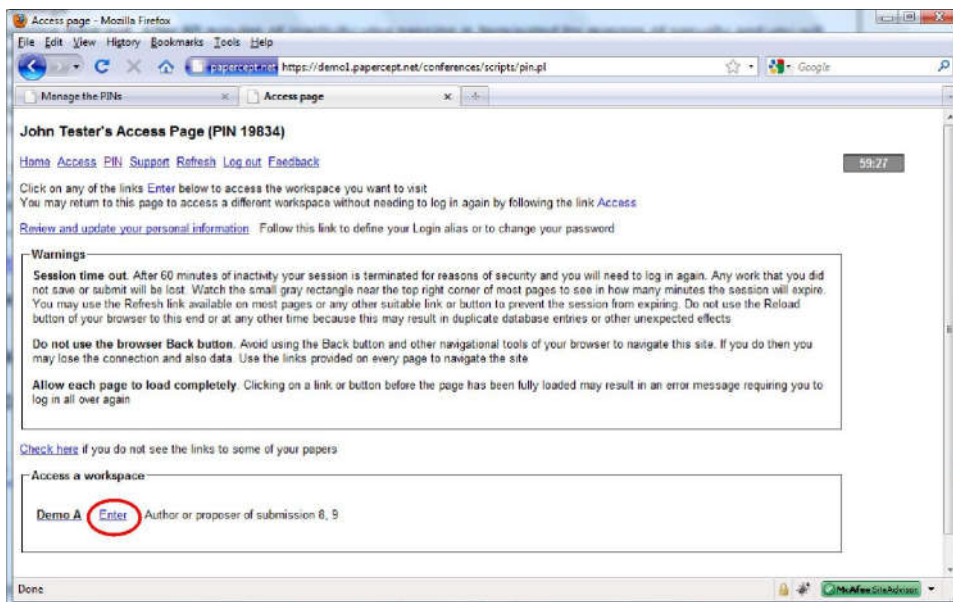
Can I Update My Paper Title, Abstract, Author list or Re-upload the Paper?

This depends upon whether your conference has set up suitable permissions. With the exception of the “keywords,” which may already have been used to classify the paper, you may be able to update all of the above information, depending on the conference’s choices.

To do this, you need to log in first. On the Start page, click on “**Log in**” link to be presented with the log in screen:



Your Access page lists your access to all active conferences where you are a user.



When you click on “Enter” next to “Author or proposer of ...” you will be presented with various Actions and Options that you have available. Actions are necessary for completion of your manuscript submission. Options are additional actions always available to you throughout the submission and review cycle.

For each paper corresponding available Actions and Options may be accessed through last two columns. The “Actions” items are clearly identified as mandatory actions needed to complete your submission and optional items available to you.

Author or Proposer John Tester's Demo A Workspace

Home Access Workspace PIN Refresh Log out Feedback

Cancel the page Contact the Conference Office Download the Get started guide Pdf Test

John Tester's Demo A Submissions

Check the column 'Status' for the status of your submission, and the column 'Actions for the corresponding author' for pending actions and deadlines

Move your mouse pointer over 'Choose an option' to open a menu with several useful options.
Click anywhere within the browser window to close the menu

Number	Type of submission	Type of presentation	Authors or proposers	Title	Status	Actions for the corresponding author ► Mandatory action ► Optional action Follow the link if available	Options
8	Regular Paper	Poster	Pradeep Misra, John Tester* (4369, 19834)	Test Paper	Received	► Update or delete the initial submission until December 31, 2009 ► Re-upload the manuscript file until December 31, 2009	Choose an option
9	Regular Paper	Poster	John Tester*, Pradeep Misra (19834, 4369)	My Paper	Received	► Update or delete the initial submission until December 31, 2009 ► Re-upload the manuscript file until December 31, 2009	Choose an option

*Corresponding author

The corresponding author may follow any of the mandatory or optional action links to perform that action.

Under Options (last column), if you point your mouse over the “Choose an option” hotspot, a menu of available options pops up as shown below. All menu items are linked to a corresponding activity. These include:

- View the details of your submission (any time)
- Download previously uploaded files (any time)
- Withdraw a submission (any time, only if the conference configured this)
- Inspect and review the decision email you received and the reviews (after acceptance/rejection)
- Transfer copyright (this depends – some conferences require copyright transfer at initial submission, others during the final submission cycle)

Depending upon the conference settings there may be additional Options available to authors.

Author's workspace - Mozilla Firefox

File Edit View History Bookmarks Tools Help

papercept.net https://demo1.papercept.net/conferences/scripts/login.pl

Author's workspace

Author or Proposer John Tester's Demo A Workspace

Home Access Workspace PIN Refresh Log out Feedback 59:25

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John Tester's Demo A Submissions

Check the column 'Status' for the status of your submission, and the column 'Actions for the corresponding author' for pending actions and deadlines

Move your mouse pointer over 'Choose an option' to open a menu with several useful options.
Click anywhere within the browser window to close the menu

Number	Type of submission	Type of presentation	Authors or proposers	Title	Status	Actions for the corresponding author ► Mandatory action ► Optional action Follow the link if available	Options
8	Regular Paper	Poster	Pradeep Misra, John Tester* (4369, 19834)	Test Paper	Received	► Update or delete the initial submission until December 31, 2009 ► Re-upload the manuscript file until December 31, 2009	Choose an option
9	Regular Paper	Poster	John Tester*, Pradeep Misra (19834, 4369)	My Paper	Received	► Update or delete the initial submission until December 31, 2009 ► Re-upload the manuscript file until December 31, 2009	Choose an option

*Corresponding author

Done

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3. When Will I Be Notified About My Paper?

While your submissions are under review you may log in regularly to watch their status. Under normal conditions you may expect the status of your paper to change from “Received” to “Under review” shortly after the submission deadline expired.

After this, it may take some time until the status of your paper changes from “Under review” to “Decision pending.” This signifies that the evaluation of the paper has been completed and that a decision about acceptance or rejection is to be taken soon.

Following this there may be a brief period where the status of the submission appears as “Undisclosed.” This means that a tentative decision has been taken. This decision is finalized as soon as the conference organizers send you the e-mail notification with their decision about acceptance or rejection. Once this e-mail has been sent the status appears as “Accepted” or “Rejected.”

The conference organizers may not be able to adhere strictly to the announced decision deadlines. In any case it is advisable to monitor the status of your paper on-line as a precaution if the decision e-mail should not reach you. After the message has been sent it is available for on-line inspection, including the reviews, under “Inspect the reviews and decision letter” in the “Choose an option” menu for your paper.

4. Final Manuscript Submission

The Reviewers Suggested No Changes. Can the System Automatically Transfer My File from Initial to Final Submission?

Unfortunately this is not possible. It is required that the authors of *all* submitted manuscripts, whether the reviewers recommend any changes or not, resubmit their manuscripts. This is for the following reasons:

1. Initial submissions are stamped with a confidentiality notice and hence cannot be reused.
2. Often the page requirements for initial and final submissions differ.
3. Organizers prefer to have less stringent PDF requirements at initial submission so that authors may focus more on their manuscript than on formatting and compliance.
4. Most conferences require a payment at the time of paper upload and/or assess over-length charges on the manuscripts. This may only be accomplished at the time of final upload.

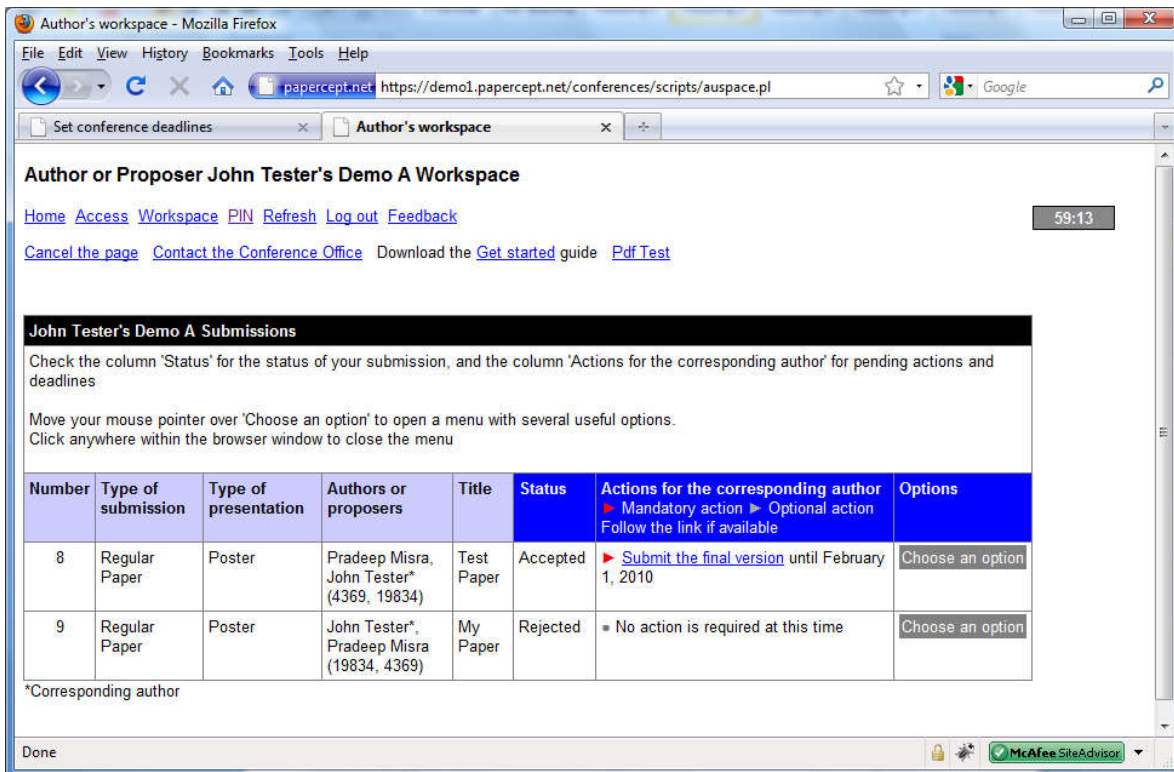
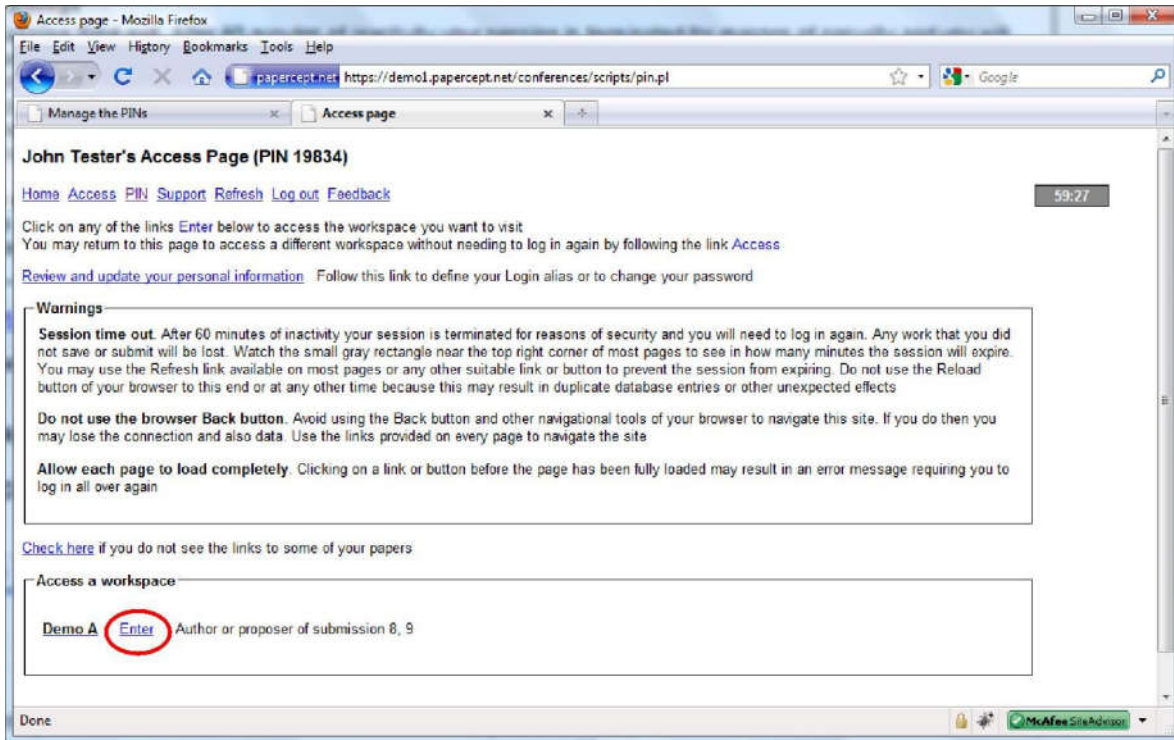
For these reasons it is required that the manuscript be re-uploaded as a final submission.

What Additional Information Must I Provide to the System to Upload the Final Paper?

The e-mail that notifies you of the acceptance of your paper for presentation at the conference contains appropriate instructions, including the deadlines for uploading the final version of your paper. If you omit to upload the final version the paper will not be included in the conference program.

Re-submitting the manuscript gives you the opportunity to update the title, author list, abstract, etc. Most importantly it allows you to “electronically” transfer copyright to the cognizant organization. The system has copyright transfer integrated with the manuscript submission process.

From here on, for any update to your submission you must log in to the system using your PIN and password. On your Access page, enter as Author to access your Author workspace.



Only the Corresponding Author is able to perform the required actions. Clicking on “Submit the final version” opens the Final Submission page for the paper.

Final Submission of Paper 8 for Demo A

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Number	Title	Authors	Accepted as	Status
8	Test Paper	Pradeep Misra, John Tester*	Regular Paper	Accepted

Warning: The final submission is incomplete. Please complete the actions marked X before the deadline

Actions to be completed				
Action		Deadline	Status	Date or file
Transfer copyright	Mandatory	Midnight February 1, 2010	X	
Check and update the final version information	Mandatory	Midnight February 1, 2010	X	
Upload the final version of the paper	Mandatory	Midnight February 1, 2010	X	No file found

Important notes

- File upload link.** The file upload link appears when the other mandatory actions have been completed
- E-mail notification.** Your final submission is not complete until the status of the submission is shown as "Final version received" on your workspace. You will receive an acknowledgement by e-mail after the final submission is complete. When you delete a mandatory file that you previously uploaded the status of the submission is changed back to "Accepted" and you will again receive a notification by e-mail
- You may update the final version information and re-upload the manuscript until the deadline shown
- Copyright transfer.** You will not be able to upload any file until copyright has been transferred

Submission status Accepted

Transfer copyright [Transfer copyright](#)

Update the final version information (Title, Author list, Number of pages, Abstract) [Update the final version information](#)

Cancel the page

The table “Actions to be completed” lists the actions that need to be completed for the final submission. The necessary links to transfer copyright and to update the final version information may be found near the bottom of the page. Note that the link to upload the actual paper will only appear after all other required actions have been completed.

Can You Show Me the Step by Step Final Submission Process?

There may be an additional step “Pay the upload charge” in the checklist depending on the conference policy.

Actions to be completed				
Action		Deadline	Status	Date or file
Pay the upload charge	Mandatory	Before submitting the final version	✗	
Transfer copyright	Mandatory	Midnight February 1, 2010	✗	
Check and update the final version information	Mandatory	Midnight February 1, 2010	✗	
Upload the final version of the paper	Mandatory	Midnight February 1, 2010	✗	No file found

“Pay the upload charge” effectively means that the conference requires at least one of the authors to register for the conference and pay the conference fee before the final version may be uploaded. In this case the ‘upload charge’ is part of the conference fee. Please consult the conference website for the details.

Important: If the step “Pay the upload charge” is shown please first complete the step, “Update the final version information” **before** going to the registration site. This is needed so that the system has accurate information about the author list and the number of pages in the paper.

Step 1. Update the final version information: Follow the link for this purpose. Make sure that the author list and number of pages in the final version of the paper are correctly entered. The Abstract that you enter here will appear in the conference Book of Abstracts.

Step 2. Copyright Transfer: Click on the link “Transfer copyright.” It will take you to the form below:

Electronic Copyright Transfer - Mozilla Firefox

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Set conference deadlines x Electronic Copyright Transfer x

Electronic Copyright Transfer of Demo A Submission 8

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Click on Cancel to cancel the page

Important notice

After completing the procedure at the IEEE Copyright site you **must** follow this instruction on the Congratulations page:

"Click on the **Return** button below to return to the Originating Site."

If you do not click on the "Return" button on this final page then the conference system is unable to determine that copyright was transferred and the copyright form will not be recorded as received

When you click on the Continue button below you will be taken to the IEEE Electronic Copyright Form site
If you cannot access the IEEE site then please return later. Make sure that your browser has cookies enabled
If the IEEE server denies access then you may have been directed to the submission management system through a site using frames. Please log in to the submission system in a separate window or tab

Edit the Title and List of authors so that they correspond exactly to the title and authors of the Work

After updating title and authors click on the Continue button to access the IEEE Electronic Copyright Form site

Title of the paper

Complete list of authors

Done

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Make sure that

- a) the title of your paper and what appears in the box above are identical,
- b) the author list and the sequence in which they appear on your paper and above are identical.

Then click on continue. This will take you through electronic copyright (eCP) transfer process. Depending on the final copyright holder the next screen may differ. The next screen is shown for IEEE eCP interface.

IEEE Electronic Copyright Form - Mozilla Firefox

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Publication Title: PaperCept Conferences - Demo A, May 4-7, 2010, Washington, DC, USA

Article Title: Test Paper

Author: Pradeep Misra, John Tester

Date (dd-mm-yyyy): 26-12-2009

Article Source/Identifier: [redacted]

Author E-mail: [redacted]

By clicking on the **Next** button below, you will initiate a question & answer process that will determine your authorship status, which process will ultimately bring you to the IEEE Copyright Form and signature line.

Next

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Phone: +1 732 582 3968
Fax: +1 732 582 1748
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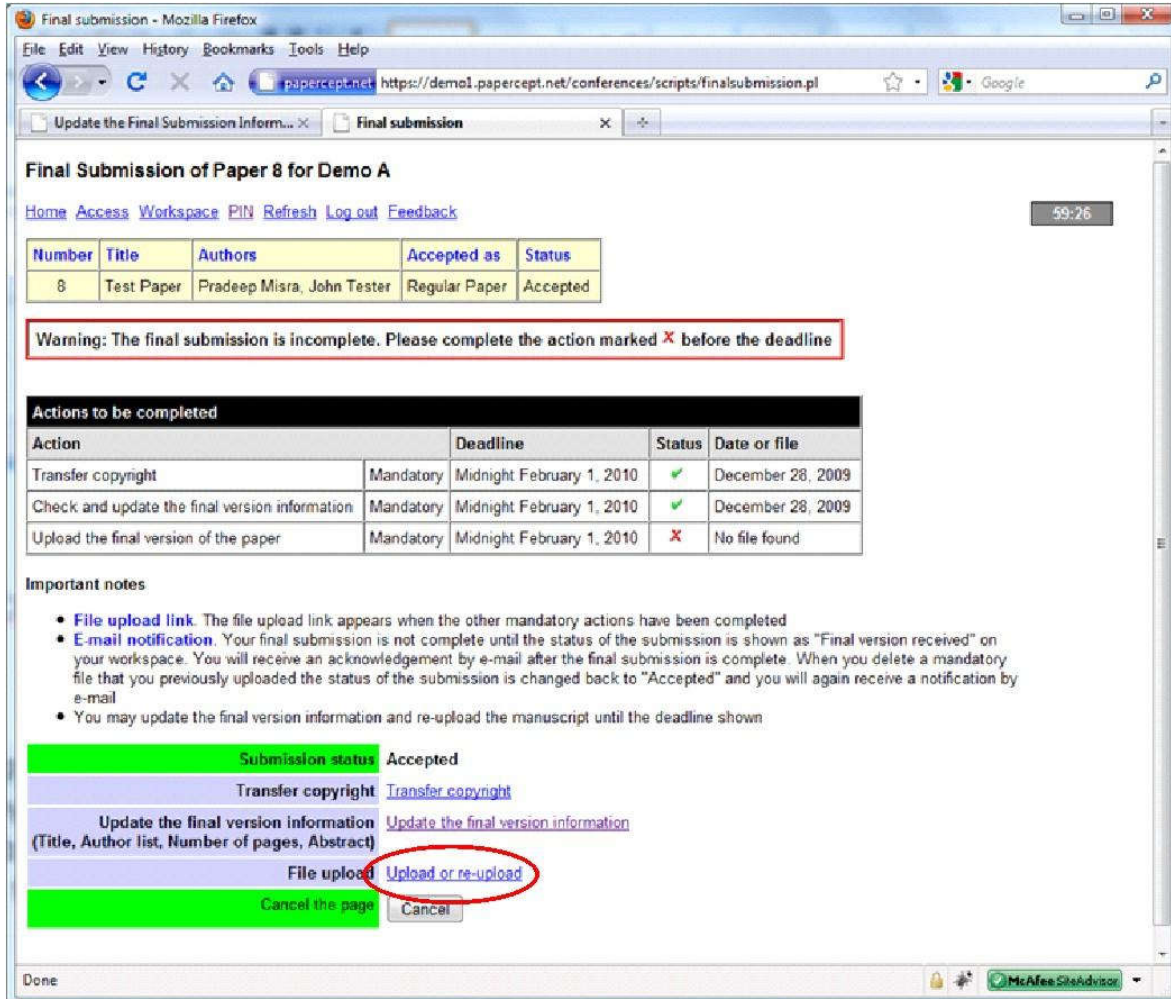
Done

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Follow the eCP transfer wizard.

Step 3. Final paper upload. Once the final version information has been completed and copyright has been transferred the file upload link appears. Make sure that you have tested your paper for PDF compliance by following the link “Test your PDF file” from the Start page. Once you have compliant file, click on the link “Upload

or re-upload.” If the conference requires you to upload attachments such as PowerPoint slides, suitable links for those uploads will also appear here.



After all mandatory steps have been completed the status of the submission changes to “Final version received”. The system automatically dispatches an e-mail message to acknowledge the completion of the final submission. This message is sent to the corresponding author with copies to all co-authors.

May I Re-Upload My Final Version?

Normally the conference is configured so that you may re-upload the final manuscript and update the final submission information until the final submission deadline. Your Author workspace indicates this clearly.

Author's workspace - Mozilla Firefox

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Document formats Author's workspace

Author or Proposer John Tester's Demo A Workspace

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John Tester's Demo A Submissions

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Number	Type of submission	Type of presentation	Authors or proposers	Title	Status	Actions for the corresponding author	Options
8	Regular Paper	Poster	Pradeep Misra (4369), John Tester* (19634)	Test Paper	Final version received	► Mandatory action ► Optional action - Follow the link if available ► Update the submission information until February 1, 2010 ► Re-upload the manuscript file until February 1, 2010	Choose an option
9	Regular Paper	Poster	John Tester*, Pradeep Misra (19634, 4369)	My Paper	Rejected	• No action is required at this time	Choose an option

*Corresponding author

Done

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