

# EasyChair instructions for Authors

The submission and review of papers for ICPS 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 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:

1. Setting up an account
2. Abstract submission
3. Draft paper submission
4. Revised paper submission
5. 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: [icpsuas2018@easychair.org](mailto:icpsuas2018@easychair.org).

# 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://www.easychair.org/account/signup.cgi?conf=icpsuas2018>. 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”.



**EC EasyChair**  
The conference system


### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

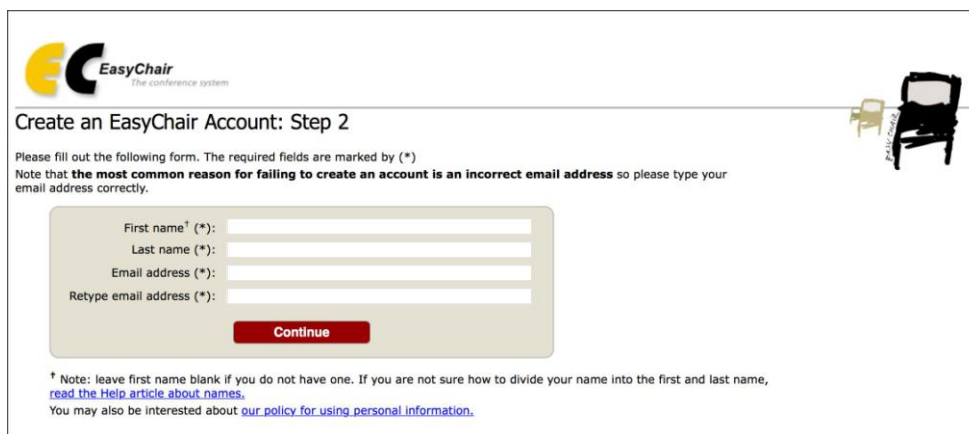


Digita il testo 

**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.”



**EC EasyChair**  
The conference system

### Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name<sup>†</sup> (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

**Continue**

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).  
You may also be interested about [our policy for using personal information](#).

Figure 2: Fill in the form.

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

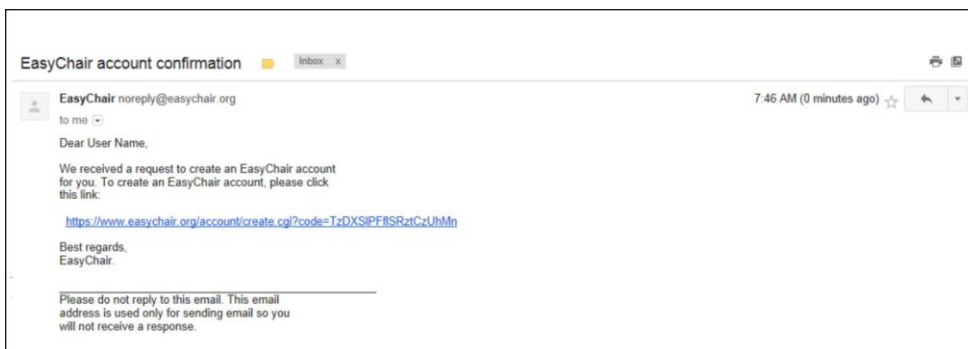


Figure 3: Login email.

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

Figure 4: Create an account.

After the account is registered, you may log in to ICPS 2018 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=icpsuas2018>.

Note: If your username appears taken, it is possible that you have signed



Figure 5: Link to the login page.

up for EasyChair 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 [ICPS 2018](#), you may click on the “**enter as an author**” to submit a new abstract (as shown in Figure 6).

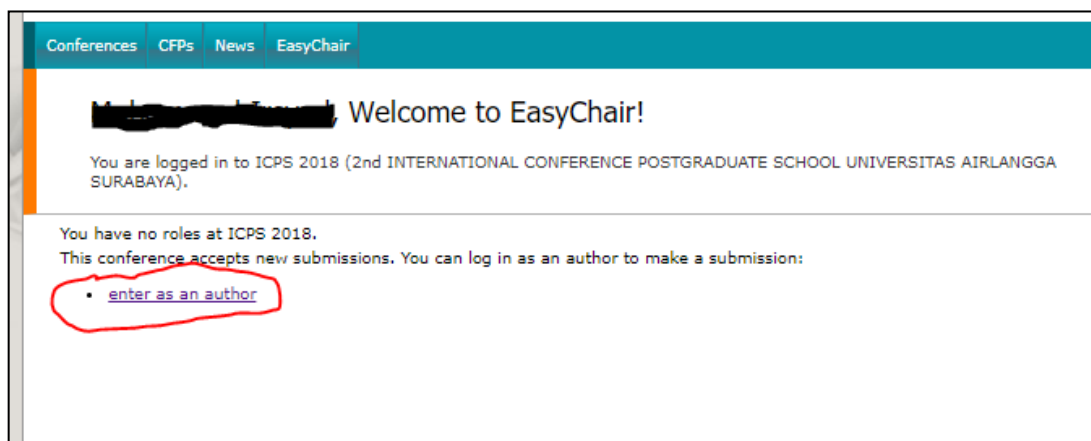


Figure 6.

Click “New Submission” link located in the top-left corner of the menu bar (as shown in Figure 7).

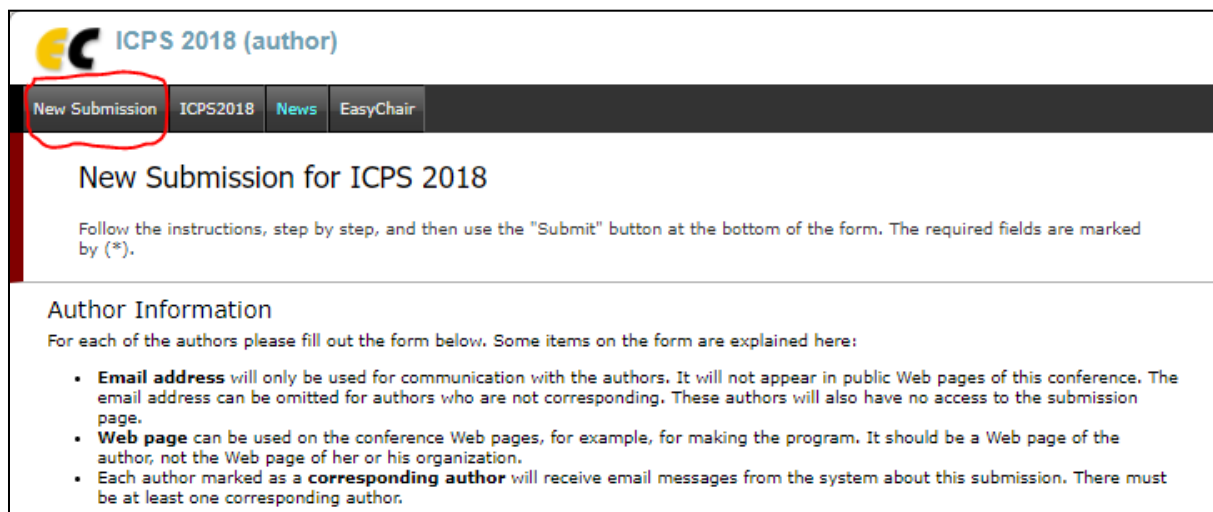


Figure 7: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 8) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

**Author 1** ([click here to add yourself](#)) ([click here to add an associate](#))  
First name (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))  
First name (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

**Author 3** ([click here to add yourself](#)) ([click here to add an associate](#))  
First name (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

[Click here to add more authors](#)  
\* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Figure 8: Authors information.

Fill out the text abstract, keywords and the related topics (as shown in Figure 9 & 10).

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

Title (\*):

Abstract (\*):

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

Keywords (\*):

Figure 9: Abstract submission.

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

Health Science     Social Science  
 Life Science     Economic and Management  
 Police Studies

Figure 10: Related Topics.

Click on the “Submit” link to submit your abstract (as shown in Figure 11). Please do not submit the full paper or any other files at this stage.

**Uploads**

The following part of the submission form was added by ICPSUAS 2018. It has neither been checked nor endorsed by EasyChair

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

No file chosen

**Ready?**  
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Figure 11: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 12). Click on “Submission #” for changing any information about the submission.

ICPS 2018 (author) Help / Log out

New Submission | **Submission 2** | ICPS2018 | News | EasyChair

ICPS 2018 Submission 2 Update information  
Update authors  
Add file

The submission has been saved!

Paper 2	
Title:	abstract 1
Author keywords:	keyword 1 keyword 2 keyword 3
Topics:	Health Science
Abstract:	Trial
Submitted:	Jan 22, 03:20 GMT
Last update:	Jan 22, 03:20 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
█	█	█	█	█	█	✓

Figure 12: A page for changing your submission(s).

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 “Up-date 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.

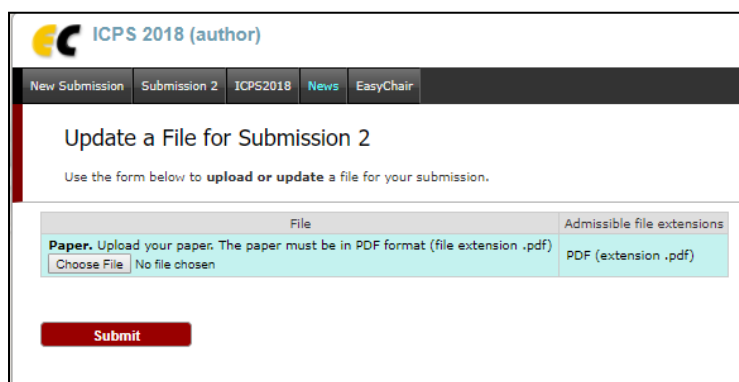
Uploading files: the “Add file” link may be used to upload files.  
Please do not upload any files at this stage.

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 [icpsuas2018@easychair.org](mailto:icpsuas2018@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 12. 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”, as shown in Figure 13. 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).



The screenshot shows the ICPS 2018 (author) submission interface. At the top, there is a navigation bar with tabs: "New Submission", "Submission 2", "ICPS2018", "News", and "EasyChair". The "Submission 2" tab is active. Below the navigation bar, the page title is "Update a File for Submission 2". A message states: "Use the form below to **upload or update** a file for your submission." The form has two columns: "File" and "Admissible file extensions". Under "File", there is a "Choose File" button and the text "No file chosen". Under "Admissible file extensions", there is a "PDF (extension .pdf)" option. At the bottom of the form, there is a red "Submit" button.

Figure 13: Uploading draft paper(s)

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.



