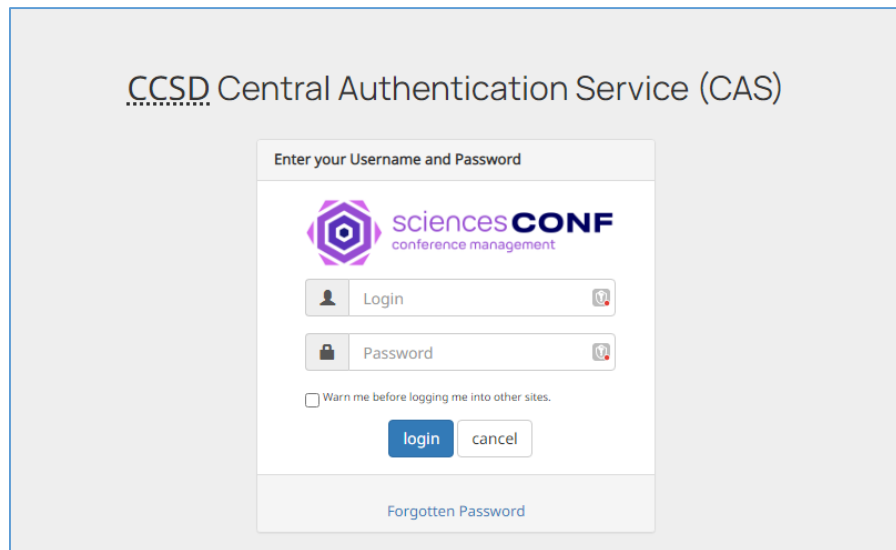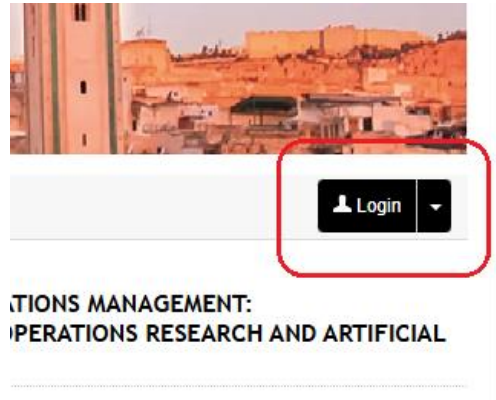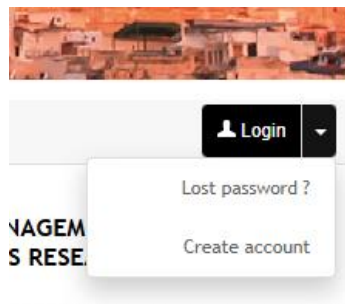# Guide to submitting an article

- If you have an account on the sciencesconf platform, please log in to the conference site to be able to submit your work

- If not, you are required to create an account.

- Then fill out the form

CREATE ACCOUNT

Thank you for filling out the form below to create your account on the CCSD platforms : Sciencesconf.org HAL Episciences ⓘ

(* : Required fields)

Email address *
Enter your email address

Login *
Choose a user login for the Sciencesconf.org platform

Password *
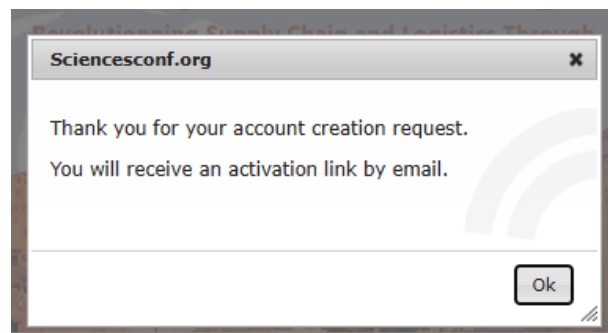Type a valid password (alpha numeric from 7 to 20 characters)

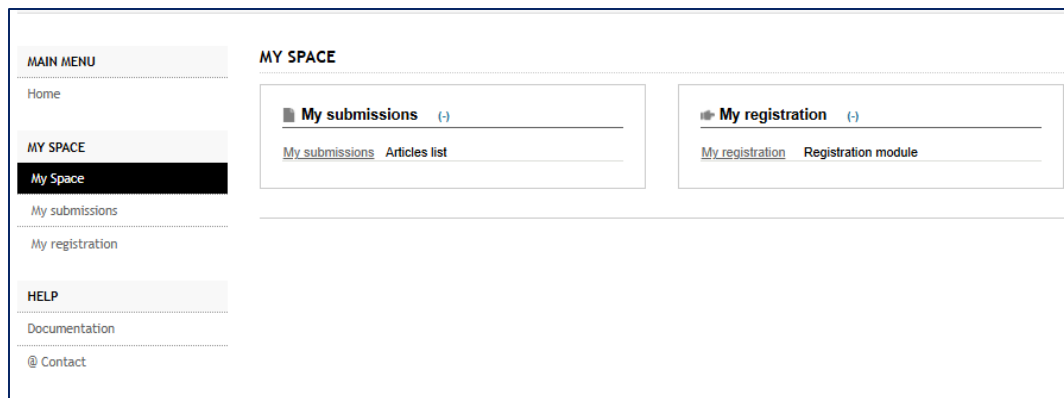**Re-type your password ***
Please re-type your password

Lastname *

Firstname *

[ ] I am human   hCaptcha
Privacy - Terms

Create account

Sciencesconf.org   ✕

Thank you for your account creation request.

You will receive an activation link by email.

Ok

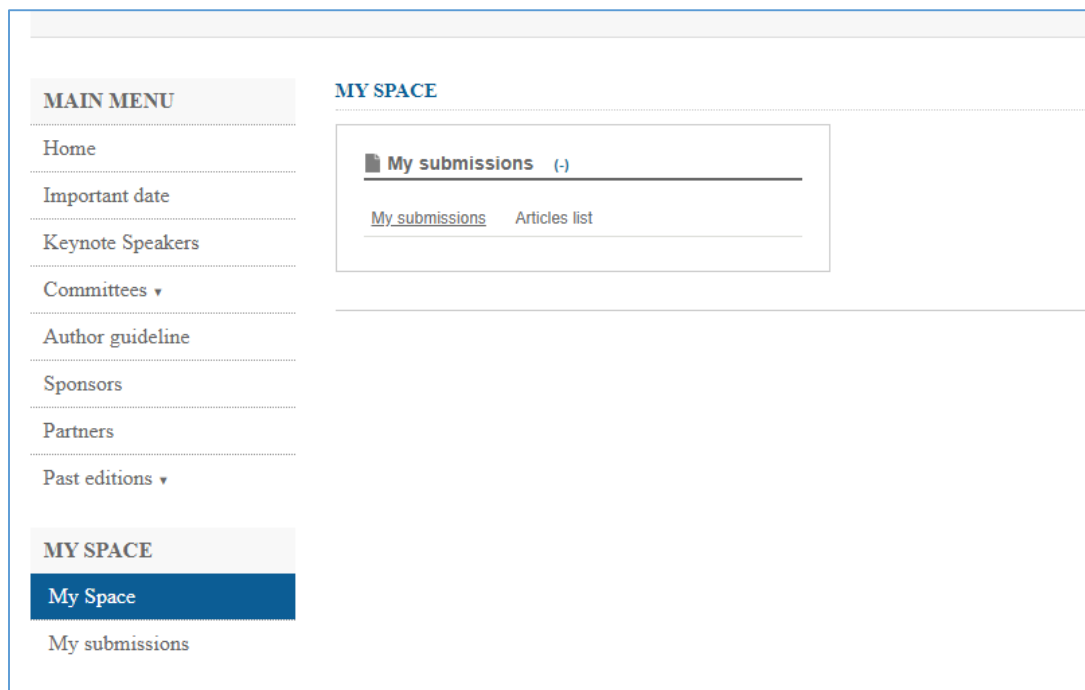
- After activation you are now allowed to log in.

2. In order to submit your article, go to My Space menu, My submissions

and click on Submit a paper.

Complete at least the mandatory information marked with an asterisk for each step.

Next step

Next step

After having filled in the metadata and the authors, choose your file and transfer it to step "3 File(s)".

Next step

Check your document and verify that the document has converted to a pdf format.

If you wish to submit your paper, proceed to step "4 overview" and click on Submit

<u>Modify my submission</u>

You can no longer modify submission that has been accepted (in green), refused (in red) or reread (in white). If you want to make changes to these submissions, you must contact the conference administrator.

However, if your submission is at the "Initial" stage (no action from reviewers or admins), you can go to My Submissions menu and click on the little pencil to the right of your repository and make changes.

The contact link can be found in the conference menu.

Similarly, if the status is "Pending modification", just click on the pencil to modify your deposit.

<u>The different status of a submission</u>

Accepted: your submission has been accepted and can no longer be modified.

Denied: Your submission has been denied.

Reviewed: your submission has been evaluated but the coordinator has not yet decided what to do with your submission. Your deposit is not editable.

Awaiting change: The site administrators are waiting for a change from you.

Initial: indicates that your submission has not yet been reviewed by the reviewers. No action has been taken yet by the conference administrators, you can still modify your submission.

<u>Access reviewer notes and comments</u>

Once your deposit has been evaluated, you will be able to access the notes and opinions of the reviewers by clicking on the small eye to the right of your **submission** in the "My **submissions**" menu.

If there are any changes to be made to your submission, you will receive an email with the coordinator's comments.