

INSTRUCTION FOR PAPER SUBMISSION ON EASYCHAIR SYSTEM

The submission of your structured abstract and full paper is via EasyChair website. The submission options are as follows:

Step 1: Sign-up in EasyChair	Step 2: Create Abstract	Option A	Step 3: Pre-submit abstract first	Step 4: Upload full paper later
		Option B	Step 3: Submit and upload full paper simultaneously	

- Step 1: Sign up for EasyChair

To use EasyChair you need first create an account. This is done to prevent misuse of the system. To obtain an account follow these steps:

- Go to: <https://easychair.org/conferences/?conf=icsse2023>
- Click on "sign up for an account".
- This will take you to a new web page. Type the two words that you see in the image and click on "Continue". If you type the words correctly you will be asked to fill out a simple form with your personal information.
- After submitting the form, EasyChair will send you an email with a link to create an account.
- You will now be able to log-in and submit your abstract/paper

- Step 2: Create your abstract

ICSSE2021 requires a structured abstract for both the pre-submission and full paper submission options. You must therefore, in no more than 300 words, create and supply an abstract which has content include: Purpose; Design/Methodology; Findings; Conclusions; Research limitations/implications: (if applicable); Practical implications: (if applicable); Value.

Note: The abstract submission process is easier if you create your structured abstract as a MS Word document and copy and paste it in the "Title, Abstract and Other Information" field. (The online submission is in html so there is no need for any formatting other than the use of the required headings).

- Submission Options

Once you have an account you are then able to follow either option A or option B:

Option A: pre-submit your structured abstract only followed by the full paper at a later date; or,

Option B: submit your structured abstract and your full paper (included as an attachment) simultaneously.

Option A: The two-step submission process

- Step 3: Pre-submit your structured abstract only

- Log in using your account information.
- In the EasyChair menu, follow the menu tabs "EasyChair->My Account"-> "New Submission".
- Fill in the required fields.
- Copy and paste your structured abstract in the field "Title, Abstract and Other Information".
- Ready? Click on the **Submit** button on the bottom left of the page
- EasyChair will confirm that your submission is saved
- You can check your submission details in your EasyChair account using the menu on top of the page

- Step 4: Submit your full/one-page paper before the due date

- Log into your EasyChair account
- Using the menu at the top left of the webpage Select your "Paper #"
- Using the links on the top right hand side of the web page select "Submit new version"
- For the item "Submission" select "Choose File" and browse for your paper (PDF file) and select "Open"

e. Your full paper will have been uploaded. This is now visible in your "Paper #" page with a link to your paper.

Option B: One step full/one-page paper submission

- Step 3: Submit your structured abstract and full paper

- a. Log in using your account information.
- b. In the EasyChair menu, follow the menu tabs "EasyChair->My Account"-> "New Submission".
- c. Fill in the required fields.
- d. Copy and paste your structured abstract in the field "Title, Abstract and Other Information".
- e. In the "Upload Paper" field, select "Paper - Choose File" and browse for your paper (PDF file) and select "Open"
- f. Ready? Click on the **Submit** button on the bottom left of the page
- g. EasyChair will confirm that your submission is saved
- h. You can check your submission details in your EasyChair account using the menu on top of the page