EasyChair Instructions for Authors

The submission and review of papers for the 2013 IWCCE will be managed through an online conference paper management system called ‘EasyChair’ (www.easychair.org). 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 submission process consists of three stages: 1) Abstract Submission, 2) Full Paper Submission, and 3) Final Paper Submission. In each stage, our committee members will review your paper and notify you of the result. Only papers that are accepted in stage 1 will be submitted to stage 2, and only papers accepted in stage 2 will be submitted to stage 3.

This guide is intended to support authors during the submission process. It has four parts:

1. Setting up an account
2. Abstract Submission
3. Full Paper Submission
4. 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 2013iwcce@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/signin.cgi?conf=2013iwcce. This link will bring up a login page for the 2013 IWCCE (Figure 1). Select “sign up for an account” to register an account.

![EasyChair Login Page for 2013 IWCCE](image)

Figure 1. The login page of ‘EasyChair’ for the 2013 IWCCE

You will then be automatically directed to a new page (as shown in Figure 2). Fill in the textbox with the distorted words that appear directly above it, and click on “Continue.”

![Signing up for EasyChair: Step 1](image)

Figure 2. Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue.”

![Signing up for EasyChair: Step 2](image)

Figure 3. Fill out the form
After registering, you will receive an email similar to the one in Figure 4. Use the link provided in the email to continue the account registration process.

![Figure 4. Login email](image)

Fill out all of the required information (as shown in Figure 5), and click the “Create my account” button to finalize the account registration process.

![Figure 5. Create an account](image)

After the account is registered, you may log in to the 2013 IWCCE simply by clicking on the “click this link” link (as shown in Figure 6).

![Figure 6. Link to the login page](image)

**Note:** If your username appears taken, it is possible that you have signed 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) by October 1, 2012

After logging in to the ‘EasyChair’ website for the 2013 IWCCE, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 7).

![Click here.](image1.png)

**Figure 7. The main page for authors**

Before submitting your abstract, you should select the track relevant to your submission (as shown in Figure 8). Please be careful with this step; once you select the track and click “Continue,” you cannot change the track on your own (you’ll have to request that the Chair change it).

![Select a track and click on “Continue.”](image2.png)

**Figure 8. Track selection**

Follow the on-screen instructions and fill out all of required information (as shown in Figure 9). Once you have filled out everything (including ‘Abstract’), **you should upload the abstract on the same page.** Make sure that you **DO NOT click on the box that says “Abstract Only.”** The abstract must be in Microsoft word format (file extension “.doc” or “.docx”). Once the abstract is uploaded, click the “Submit” button to finish your abstract submission.
New Submission for 2013 IWCCE
(Resilience & Smart Structures)

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*). More information about submission to 2013 IWCCE can be found on 2013 IWCCE Web site.

Authors
For each of the authors please fill out the form below. Some items on the form are explained below.

- Email address will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- Web site can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a corresponding author will receive email messages from the system about this submission. There should be at least one 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.

Title, Abstract and Other Information
The title and the abstract should be given as a plain text, they should not contain HTML elements.

... continued on the next page
When the abstract submission is completed, you can check the submitted information and make changes (as shown in Figure 10).

After completing a submission, a new menu bar (Paper #) is created. Click on “Paper #” for changing submission.

Figure 9. Abstract submission

Figure 10. A page for changing your submission(s)
- **Updating information about your submission:** Select “Update information” from the right-hand menu of the Submission screen; correct information as desired then press the “Change Information” button to save alterations.
- **Updating author information for your submission:** Select “Update authors” from the right-hand menu of the Submission screen; correct 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.
- **Submitting another version of your abstract:** If you want to change the uploaded abstract, select “Submit a new version” from the right-hand menu of the Submission screen. Next, select the file from your computer that you wish to upload. Then submit your new abstract by selecting the “Submit a New Version” button.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation e-mail from 2013iwcce@easychair.org.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email (abstract decisions will be provided by October 29, 2012). In addition, you may check the reviews by clicking on “Paper #,” located in the top-left corner of the menu bar (as shown in Figure 10).

![Figure 10. View reviews of the abstract](image-url)
3. Full Paper Submission by January 14, 2013

* An author whose abstract was accepted can submit a full paper.

You can submit a full paper only by updating the submission you submitted as an abstract (as shown in Figure 11). You may change the title, abstract, and keywords by selecting “Update information.” You may also update authors using the “Update authors” page. Most importantly, you have to submit a full paper by selecting “Submit a new version” from the right-hand menu of this screen.

![Figure 11. Full paper submission](image)

- **Updating information about your submission**: Select “Update information” from the right-hand menu of the Submission screen; correct and fill out the form, and press the “Change Information” button.

- **Updating author information for your submission**: Select “Update authors” from the right-hand menu of the Submission screen; correct any information regarding 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 a full paper**: Select “Submit a new version” from the right-hand menu of the Submission screen. Select the file from your computer that you wish to upload. Submit your full paper by selecting the “Submit a New Version” button.

Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email (full paper decisions will be provided by February 11, 2013). In addition, you may check the reviews by clicking on “Paper #,” located in the top-left corner of the menu bar (as shown in Figure 12).
Reviews on an abstract.

Reviews on a full paper.

Figure 12. View reviews on the full paper

* An author whose full paper was accepted can submit a final paper.

If your full paper was accepted, we request that you submit your final paper electronically, no later than March 4, 2013. To upload your final paper, click on "Paper #" and select “Submit a new version” from the right-hand menu of the Submission screen (as shown in Figure 13). After selecting the file that you wish to upload from your computer, submit your final paper by selecting the “Submit a New Version” button.

Figure 13. View reviews on the full paper

When uploading a final paper, you should submit 1) a Copyright Transfer Agreement and 2) a signed Permission Verification Form, both by email to the technical chair (2013iwcce@easychair.org). For more information on the agreement and form, please see http://iwcce2013.usc.edu/Information%20for%20Authors.html.