Instructions for Authors

Abstract submission

Go to Author Center

Click on 'Start new submission'

Click on 'Begin submission'.

Step 1: Enter Title, Abstract text and choose Topic, Category and whether intending to submit full paper or extended abstract as final manuscript. Click 'Save & Continue'.

Step 2: You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."
Please note: you will not be able to add your own keywords that are not on the list. Please select a keyword from the list.
Click 'Save & Continue'.

Step 3: Authors and Institutions. Please note that only the corresponding author needs to be listed here. Please ensure that all author names and affiliations are included in the abstract and full paper documents that are uploaded in Step 5. The author names should appear in order according to the weighting of their contribution to the work described in the paper. In the event of different affiliations, these should be indicated by means of numbers in superscript.
For example:
Andrew N Coauthor[1], P Stephen Coauthor[2], J Peter Coauthor[1] and David M Coauthor[1]
1 Affiliation, Country, E-mail
2 Affiliation, Country, E-mail

The author's contact details have already been pre-loaded into the page. To make a different person the corresponding author, click the "Delete" button next to your name, then add the new contact information. When you are finished, click "Save and Continue."

Step 4: Details & Comments. This is optional. If you have any comments that you wish to share with the Chair, enter those comments in the "Cover Letter" box. When you are finished, click "Save and Continue."

Step 5: File upload.
Follow the steps and upload your abstract. You will need to select a File Designation (Abstract). You may view an HTML or PDF proof of your abstract at this step or in the next. At some stage before you submit you MUST view a PDF proof of your abstract.

Step 6: Review & Submit
If you did not view the PDF proof in the previous step, you must do so now.
When you have successfully completed this step (all green ticks), click 'Submit' and confirm.

You will then be taken to a confirmation page and given an abstract ID number. Please make a note of this number and use it in all correspondence regarding your submission.

Your abstract submission will now proceed through to the review process and you will be advised of the outcome in due course.

If your abstract is accepted you will be asked to upload either a Full Paper or Extended Abstract.

Full Paper/Extended Abstract submission

Go to Author Center

Click on 'Manuscripts Awaiting Revision'

Click 'create a revision'

Step 1: View and Respond to Decision Letter is optional. You need not enter a response. Click 'Save and continue'.

At Step 2 confirm whether full paper or extended abstract.

Click 'Save and continue' for steps 3, 4 and 5.

Step 6: Follow the steps and upload your Full Paper or Extended Abstract. You will need to select a File Designation (Full Paper/Extended Abstract).
You may view an HTML or PDF proof of your paper at this step or in the next. At some stage before you submit you MUST view a PDF proof of your submission.

Step 7: Review & Submit
If you did not view the PDF proof in the previous step, you must do so now.
When you have successfully completed this step (all green ticks), click 'Submit' and confirm.

You will then be taken to a confirmation page. Note that the ID number is the same as your Abstract ID number with the addition of 'R1' at the end. Please use it in all correspondence regarding your submission.

Your Full Paper or Extended Abstract submission will now proceed through to the review process and you will be advised of the outcome in due course.
Thank you.