



Instructions on how to submit a paper in Editorial Manager

1. Registering your profile

If you do not have a profile at the IWA congress [Editorial Manager](https://www.editorialmanager.com/iwa-conferences/default.asp) * (EM) website, you will need to create one. To do this, while you are on the site, click on 'Register' on the top left menu and follow the instructions.

If you also want to be added to our Reviewer Pool, go to 'Institution Related Information and select 'Yes' to the question Available as a Reviewer? and choose the relevant topics by clicking Select Personal Classification located under Areas of Interest or Expertise.

Once the form is completed, your log-in and password will be sent to your email account.

If you cannot create a profile it may be because you already have one. In that case, please go back to the Register page, click on Forgot Your Password? and follow the instructions. Please make sure your EM profile is up to date.

* <https://www.editorialmanager.com/iwa-conferences/default.asp>

2. Submitting your paper

On the top left menu of the site, click on Login, enter your username and password and click on Author Login.

Once in the author's main menu, click on Submit New Manuscript – under the heading New Submission.

Choose the category you want to submit your paper to: Outline for Poster Presentation, Outline for Oral Presentation or Full Paper, the latter only applies to cases in which the previous outline paper submission has already been selected for presentation at the Congress. (*Annex: Step 1*)

Enter the full title of your paper (*Step 2*). Please make the title as brief as you can. Include the details of the co-authors and indicate who will be the corresponding author by clicking at the box where necessary (*Step 3*). If the person submitting the paper is the corresponding author, you do not have to tick the box. You can rearrange the order of authors by using the up and down arrows situated on the first column of the authors table. *Please note: The submitted paper will appear only in the corresponding author's profile!*

At the Section/Category, please select the relevant conference to which you want to submit your paper (*Step 4*).

Enter your *abstract*** (*Step 5*)

*(**A short clear description of the main facts or ideas of your outline paper. This summary should not exceed 10 lines).*

Enter the key words (*Step 6*).

Do not forget to select the classification of your paper (*Step 7*). Look for the name of the conference you want to submit your paper to and expand the conference (by clicking on "+" sign) to see the TRACKS and topics classification (please see Figure 1 for illustration). The TRACKS will guide you on selecting the topic relevant to your paper.

Please see the screenshot below as an example of how to classify your paper.

Search: Search Clear

[Matching terms display in red text]

Expand All Collapse All

- 33: Membranes Conferences (Aachen, Germany, 2011)
- 34: Micropol & Ecohazard Conference (11-13 July 2011, Aachen, Germany)
- 35: SSS4WATER (18-22, April 2011, Venice, Italy)
- 36: Water Reuse 2011 - Barcelona, September 20-21, 2011
- 40: Development Congress - November 2011, Kuala Lumpur, Malaysia
- 41: Watermatex 2011 - June 2011, Spain
- 44: DEWATS 2011, Manila (Philippines)
- 45: AutMoNet2011
- 46: Anaerobic Digestion of Solid Waste (28-Aug-1 to 1-Sep-11, Aachen, Germany)
- 47: BeNeLux Regional YWP Conference (21-23 Sep 2011, Aachen, Germany)
- 48: World Water Congress, Busan, Korea, September 2011
- 1: Water Resources Supply and Sustainability in the 21st Century
- 2: Water Treatment Technologies
- 3: Wastewater Treatment and Reuse Technologies
 - 3.1: Activated sludge population dynamics
 - 3.2: Advanced oxidation processes in wastewater treatment
 - 3.3: Advances in biological processes and systems
 - 3.4: Advances in physico-chemical processes

Select-> <-Remove

Selected Classifications: Select 3 Classifications

- 48.1.1: Artificial recharge of (sandy) aquifers
- 48.2.1: Adsorption and ion exchange
- 48.3.1: Activated sludge population dynamics

Expand All Collapse All

Cancel Submit

Figure 1: Illustration – selection of classification

Select a Region of Origin for your paper (*Step 8*).

Upload your outline paper, and Click 'Next' at the page where you uploaded your paper (*Step 9*).

Click Build PDF for my approval (*Step 10*).

Click at Submissions Waiting for Author's Approval (*Step 11*).

Wait until the status of your paper (right at the table) reads Needs Approval.

Move the cursor to the Action Link (left at the table) and select View Submission (*Step 12*).

Open the file and check that everything is correct.

If the information in the file is correct, close the file and go back to Action Link and this time select Approve Submission (*Step 13*).

If the information in the file is *not* correct, click on Edit Submission and make your corrections.

Please note that once the paper is approved, it cannot be amended.

It is very important that you click on Approve Submission to complete the submission process. If you do not do this the editors will not be able to see your paper. If you do not receive a manuscript number for your paper within two weeks after your submission please contact IWA headquarters.

3. Contacting us

If you have any problem with your submission, please email us at iwa-conferences@iwahq.org

Annex 1

Instruction on how to submit a paper in Editorial Manager

Step 1

New Submission

[Frequently Asked Questions](#)

➔

Please Select an Article Type

IWA conferences may select contributions for presentation on the basis of either an abstract or a full manuscript. Please check which format your conference requires and choose the article type from the pull-down menu.

Choose Article Type

Step 2

New Submission

✓

➔

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Step 3

New Submission

[Frequently Asked Questions](#)

✓

✓

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Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

A * indicates the field is required.

Step 4

New Submission

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Please Select Section/Category

Selecting a Section/Category is Required for Submission.

Select the Section or Category related to your manuscript from the drop-down menu below.

Please Choose

- None
- None
- Development Congress (21-24 November 2011, Kuala Lumpur, Malaysia)
- International YWP Conference 2012 (Budapest, Hungary, 10-13 July 2012)
- Advances in Particle Separation Conference (Berlin, Germany, June 18 - 20, 2012)**
- Ecotechnologies for Wastewater Treatment (Santiago de Compostela, Spain, 25-27 June 2012)
- Singapore International Water Week (2-6 July 2012)
- LET2012 (Brisbane, Australia)

New Submission

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Please Select Section/Category

Selecting a Section/Category is Required for Submission.

Select the Section or Category related to your manuscript from the drop-down menu below.

Please Choose

Advances in Particle Separation Conference (Berlin, Germany, June 18 - 20, 2012)

Previous

Next

Step 5

New Submission

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Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

A short clear description of the main facts or ideas of your (outline) paper. This summary should not exceed 10 lines.

Previous

Next

Step 6

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- ✓ [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ➔ [Enter Keywords](#)
- [Select Classifications](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Please Enter Keywords

[Insert Special Character](#)

Enter up to six keywords separated by semicolons: e.g., activated sludge; phosphorus removal; potentiometry.
Each individual keyword may be up to 256 characters in length.

test; outline paper; oral presentation.

[Previous](#) [Next](#)

Step 7

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- ✓ [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- ➔ [Select Classifications](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications

Limit 3 Classifications

(None Selected)

[Select Classifications](#)

[Previous](#) [Next](#)

Search: [Search](#) [Clear](#)

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

33: **Membranes Conferences (Aachen, Germany, 2**

34: **Micropol & Ecohazard Conference (11-13 July**

35: **SSS4WATER (18-22, April 2011, Venice, Italy)**

36: **Water Reuse 2011 - Barcelona, September 20**

40: **Development Congress - November 2011, Kua**

41: **Watermatex 2011 - June 2011, Spain**

44: **DEWATS 2011, Manila (Philippines)**

45: **AutMoNet2011**

46: **Anaerobic Digestion of Solid Waste (28-Aug-1**

47: **BeNeLux Regional YWP Conference (21-23 Sep**

48: **World Water Congress, Busan, Korea, Septem**

1: **Water Resources Supply and Sustainability in I**

2: **Water Treatment Technologies**

3: **Wastewater Treatment and Reuse Technolog**

3.1: **Activated sludge population dynamics**

3.2: **Advanced oxidation processes in wast**

3.3: **Advances in biological processes and**

3.4: **Advances in physico-chemical process**

Select->

<-Remove

Selected Classifications: Select 3 Classifications

48.1.1: **Artificial recharge of (sandy) aquifers**

48.2.1: **Adsorption and ion exchange**

48.3.1: **Activated sludge population dynamics**

[Expand All](#) [Collapse All](#)

[Cancel](#) [Submit](#)

New Submission

[Frequently Asked Questions](#)

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Step 8

New Submission

[Frequently Asked Questions](#)

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Step 9

New Submission

[Frequently Asked Questions](#)

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- ➔

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications

Limit 3 Classifications

48.1.1: [Artificial recharge of \(sandy\) aquifers](#)
48.2.1: [Adsorption and ion exchange](#)
48.3.1: [Activated sludge population dynamics](#)

Please Select Region of Origin

Selecting a Region of Origin is Required for Submission.

Select the Region of Origin related to your manuscript from the drop-down menu below.

Please Choose

NETHERLANDS

Please Attach Files

[Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

It is a required part of the submission for you to upload your Abstract

Item

*Abstract

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the AttachThis Information button.

Description

Test abstract

Delivery Method

☒ Online Web System ☐ Offline

File Name:

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- [Add/Edit/Remove Authors](#)
- ✓ [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- ✓ [Select Classifications](#)
- ✓ [Select Region of Origin](#)
- ➔ [Attach Files](#)

Item
*Abstract ▼

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the AttachThis Information button.

Description

Delivery Method ☒ Online Web System ☐ Offline

File Name: [Browse...](#)

[Attach This File](#)

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

[Check All](#) [Clear All](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Abstract ▼	Test abstract	Test abstract for outline paper for oral presentation.doc	19.5 KB	03-08-2011	Download	<input type="checkbox"/>
Update File Order							Remove

[Check All](#) [Clear All](#)

[Previous](#) [Next](#)

Step 10

New Submission

Frequently Asked Questions

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- ✓ [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- ✓ [Select Classifications](#)
- ✓ [Select Region of Origin](#)
- ➔ [Attach Files](#)

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
* Abstract	1	0	Figure	0	0
Table	0	0			

[Previous](#) [Build PDF for my Approval](#)

Step 11

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

At this point you will receive an e-mail saying:

Dear Mr/Mrs/Ms xxxx,

The PDF for your conference submission (abstract)"xxxxxxx title
xxxxxxx" is ready for viewing.

This is an automatic email sent when your PDF is built. You may have already viewed and approved your PDF while on-line, in which case you do not need to return to view and approve the submission

Please go to <http://iwa-conferences.edmgr.com/> to approve your submission.

Username: xxxxxxxx

Password: xxxxxxxx

The PDF of your submission must be approved in order to complete the submission process and send the manuscript to the IWA Conferences editorial office.

Please view the submission before approving it to be certain that your submission remains free of any errors.

Thank you for your time and patience.

Editorial Office Staff

IWA Conferences

<http://iwa-conferences.edmgr.com/>

Step 12

Submissions Waiting for Approval by Author Orsolya Bagdi

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail		-10-2011	13-10-2011	Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.

<< Author Main Menu

Submissions Waiting for Approval by Author Orsolya Bagdi

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.


Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	TTT	13-10-2011		Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.


<< Author Main Menu

File Download

Do you want to open or save this file?

 Name: IWA-CONFERENCES-S-11-03457.fdf
Type: Adobe Acrobat Forms Document, 355KB
From: www.editorialmanager.com

Open Save Cancel

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Step 13

Page: 1 of 1 (1 total submissions)		Display 10 results per page.		
Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	test submission for outline paper for oral presentation	03-08-2011	03-08-2011	Needs Approval
1 of 1 (1 total submissions)		Display 10 results per page.		

<< Author Main Menu

Author's Decision

Thank you for approving "This is a test title of a test submission for outline paper for oral presentation".

[Main Menu](#)

At this point you will receive another e-mail saying:

Dear Mr/Mrs/Ms xxxx,

Your submission entitled "This is a test title of a test submission for outline paper for oral presentation" has been received by IWA Conferences.

You will be able to check on the progress of your paper by logging on to IWA Conferences as an author. The URL is <http://iwa-conferences.edmgr.com/>.

You will shortly be notified of the reference number assigned to your submission.

Thank you for submitting your work to this conference.

Kind regards,

IWA Conferences