

# 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 <u>Editorial Manager</u> \* (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).

<u>Do not forget to select the classification of your paper (Step 7)</u>. 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.

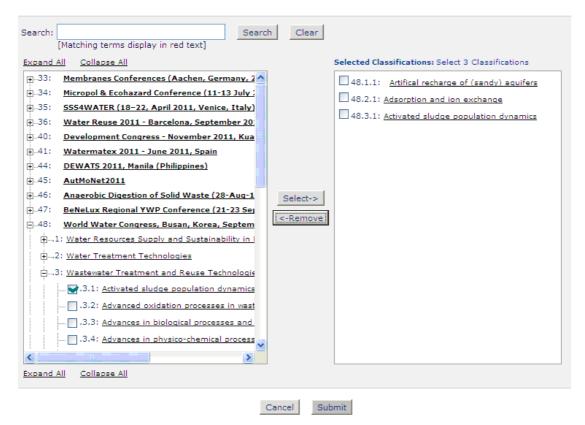


Figure 1: Illustration - selection of classification

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

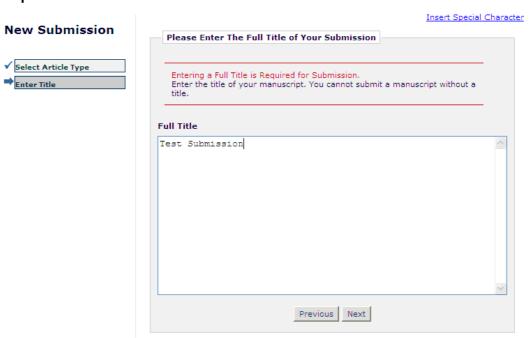
## Annex 1

# Instruction on how to submit a paper in Editorial Manager

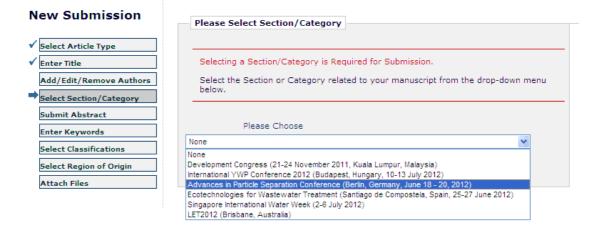
## Step 1

	Please Select an Article Type
New Submission	
Frequently Asked Questions	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.
Select Article Type  Enter Title	Choose Article Type Outline Paper for Oral Presentation

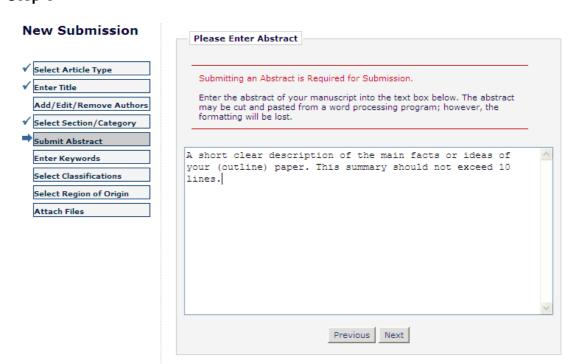
## Step 2



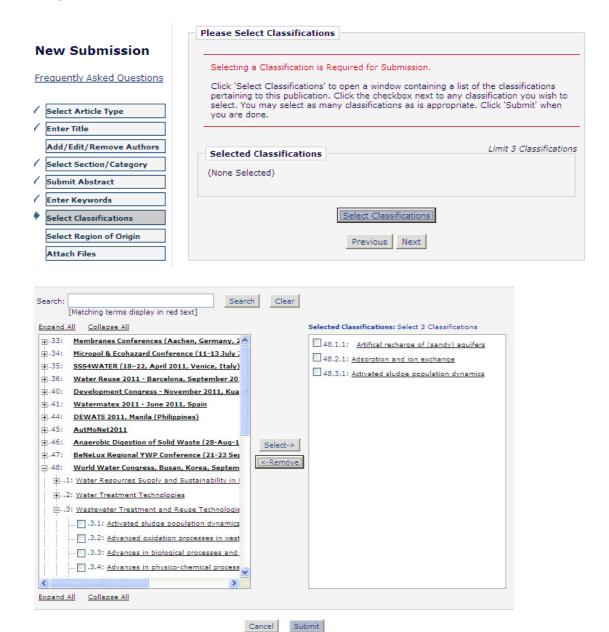








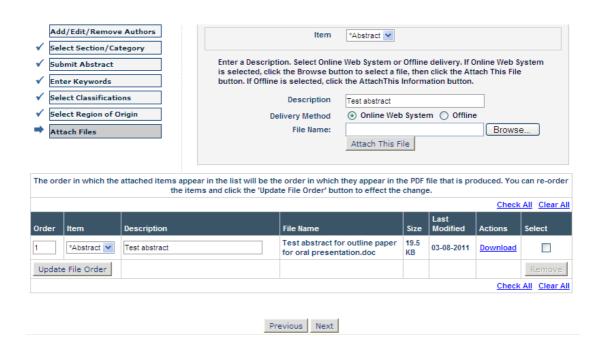








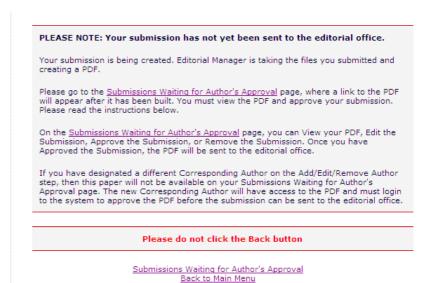






# Step 11

#### PLEASE NOTE:



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

Dear Mr/Mrs/Ms xxxx,

The PDF for your conference submission (abstract) "xxxxxx title xxxxxx" 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  $\frac{\text{http://iwa-conferences.edmgr.com/}}{\text{submission.}}$  to approve your submission.

Username: xxxxxxxx
Password: xxxxxxx

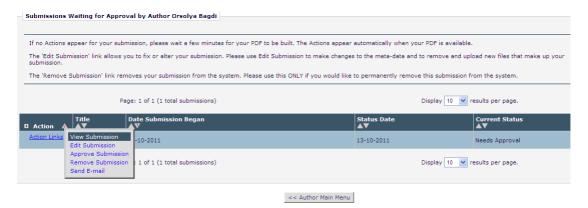
The PDF of your submission must be approved in order to complete the submission process and send the manuscript to the IWA Conferences editorial office.

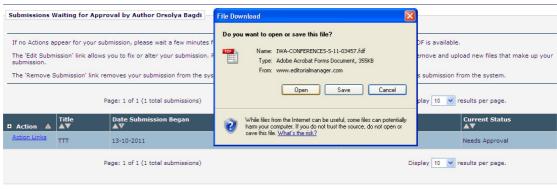
Please view the submission before approving it to be certain that your submission remains free of any errors.

Thank you for your time and patience.

Editorial Office Staff
IWA Conferences
http://iwa-conferences.edmgr.com/

## Step 12





<< Author 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  ${\tt IWA}$  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  $\frac{\text{http://iwa-conferences.edmgr.com/.}}{\text{total conferences.edmgr.com/.}}$ 

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