

1. Initial Manuscript Submission

How Do I Prepare My Manuscript?

For information about the submission deadlines and the general format of the manuscript of your paper please refer to the website of your conference.

Word and LaTeX templates for the preparation of the manuscript may be downloaded from the Support section of the PaperPlaza/PaperCept submission site.

The PaperPlaza and Papercept Conference Manuscript Management Systems by PaperCept, Inc. works extensively with PDF files and is capable of checking the files at the time of upload for various features that make it cross-platform compliant.

What Information Do I Need for Uploading the Manuscript?

- PINs of all co-authors of the manuscript – it is necessary to enter all PINs at this stage to identify all authors.
- A “**text only**” abstract of approximately 200 words.
- A PDF file of your manuscript that has been checked for compliance. You may test whether the file is compliant by following the link “[Pdf Compliance and On-Line Pdf Test](#)” on the Start page of the submission site.
- You should have the authority to sign a “**Commitment Statement**” to the effect that you will comply with conference policy regarding registration and final manuscript submission.

What Are the Steps Involved with Initial Submission?

Click on “**Submit a contribution to IAV 2019**”. Individual papers, session proposals, papers to invited sessions are all handled through the same link.

Click on the appropriate link to either submit an “**Open Invited Session Paper**”, an “**Invited Session Paper**”, or a “**Regular Paper**”.

You are required to submit the paper data, e.g., paper title, author PINs, keywords, etc.

Finally, upload **pdf** file of the paper. Acknowledgement will be displayed that all is well with the file. If not, suitable warnings are displayed and you will not be able to upload the file until the warnings are addressed.

When Will I Be Notified About My Paper?

While your submissions are under review you may log in regularly to watch their status.

Under normal conditions you may expect the status of your paper to change from “**Received**” to “**Under review**” shortly after the submission deadline expired.

After this, it may take some time until the status of your paper changes from “**Under review**” to “**Decision pending**”. This signifies that the evaluation of the paper has been completed and that a decision about acceptance or rejection is to be taken soon.

Following this there may be a brief period where the status of the submission appears as “**Undisclosed**”. This means that a tentative decision has been taken. This decision is finalized as soon as the conference organizers send you the e-mail notification with their decision about acceptance or rejection. Once this e-mail has been sent the status appears as “**Accepted**” or “**Rejected**”.

The conference organizers may not be able to adhere strictly to the announced decision deadlines. In any case it is advisable to monitor the status of your paper on-line as a precaution if the decision e-mail should not reach you. After the message has been sent it is available for on-line inspection, including the reviews, under “**Inspect the reviews and decision letter**” in the “**Choose an option**” menu for your paper.

2. Final Manuscript Submission

The Reviewers Suggested No Changes. Can the System Automatically Transfer My File from Initial to Final Submission?

Unfortunately this is not possible. It is required that the authors of all submitted manuscripts, whether the reviewers recommend any changes or not, resubmit their manuscripts.

The e-mail that notifies you of the acceptance of your paper for presentation at the conference contains appropriate instructions, including the deadlines for uploading the final version of your paper. If you omit to upload the final version the paper will not be included in the conference program.

Normally the conference is configured so that you may re-upload the final manuscript and update the final submission information until the final submission deadline. Your Author workspace indicates this clearly.