Instructions and Guidelines to Submit a Paper through Easychair

Abstract and Paper Submission

The submission and review of papers for **AGA21 IAMUC** will be managed *through EasyChair*; an online conference paper management system.

This guide was prepared to support authors during the submission process that consists of four stages:

1. Abstract submission
2. Draft paper submission
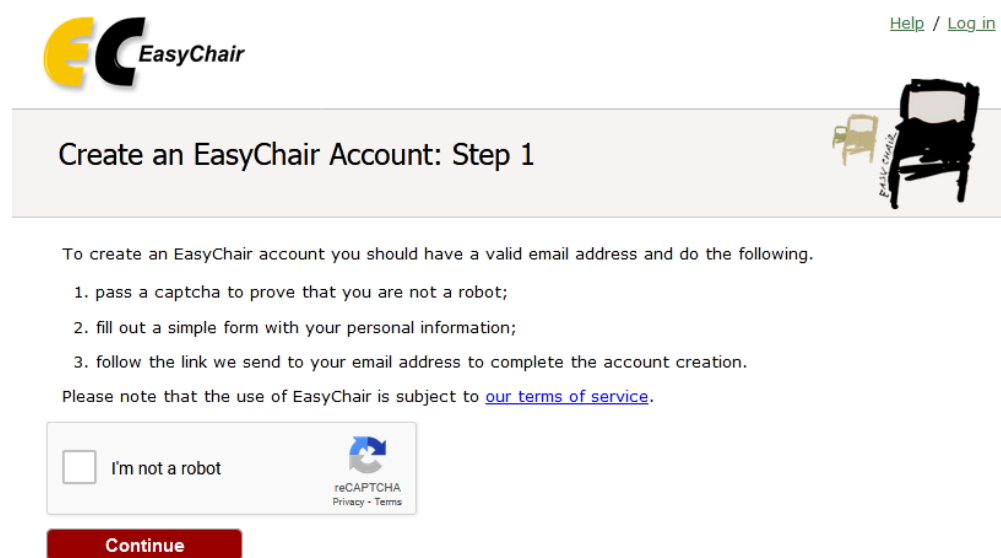3. Revised paper submission
4. Final paper submission

I. SET UP AN ACCOUNT

1. First, you will need an ***EasyChair* Account** (username and password) as an author to submit your abstract /paper.
   Go to: https://easychair.org/account/signup

   If you already have an EasyChair account from another conference, you can use that account to submit a paper to **AGA21 IAMUC.**

Follow the provided instructions to verify and then click on "Continue" as Shown in Figure 1.
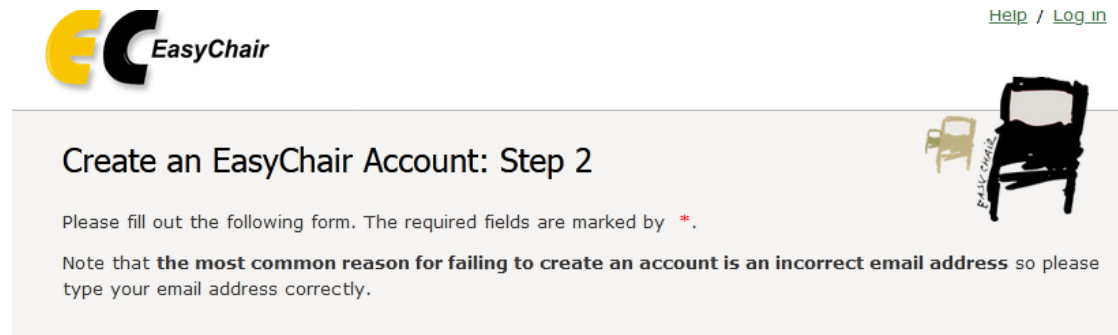
2. **Complete the Form** (as shown in Figure 2).
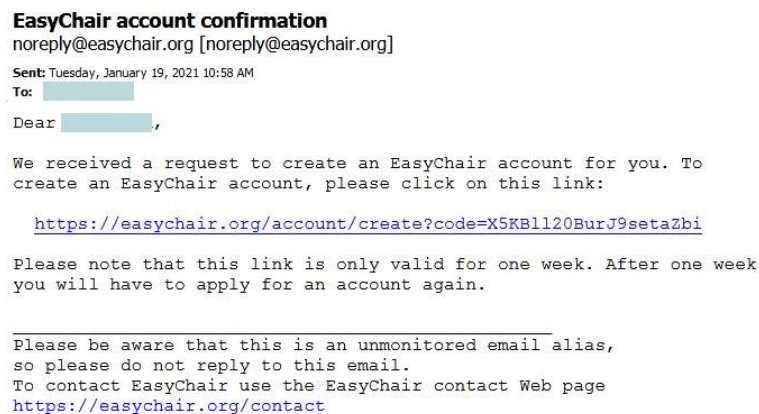
3. After you fill in the form, you will receive a **Confirmation Email** similar to Figure 3. Use the link provided in the email to continue the account registration process.

4. Fill out all of the required information (as shown in Figure 4), and click the "**Create my account**" button to finalize the account registration process.

Now your EasyChair account has been created, and now you may log in to your account by clicking on the "click here to log in to EasyChair" link (as shown in Figure 5).

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.

II. SUBMIT YOUR ABSTRACTS

1. After the account is registered, you can log in to **AGA21 IAMUC** on EasyChair website by clicking the following link https://easychair.org/conferences/?conf=aga21

2. Select "**Make a New Submission**", located under Author title (as shown in Figure 6).

3. Follow the on-screen instructions and fill out all of required information. Fill out information about each of the authors. You must use the same email address that you signed up with when creating the EasyChair account (as shown in Figure 7).

Author 1 (click here to add yourself)

First name†: * [ ]

Last name: * [ ]

Email: * [ ]

Country/region: * [▼]

Organization: * [ ]

Web page: [ ]

☑ corresponding author

Author 2 (click here to add yourself)

First name†: * [ ]

Last name: * [ ]

Email: * [ ]

Country/region: * [▼]

Organization: * [ ]

Web page: [ ]

☑ corresponding author

4. Fill out the text abstract, keywords and the related topics (as shown in Figure 8)

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

Abstract: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select exactly one topic.

☐ 1- Impact Of Infectious Pandemic Disease Is On The Future Of The International Maritime Industry "What Is After COVID-19?"

☐ 2- GMP Applications And Human Capacity Building In Maritime Affairs

☐ 3- Smart Maritime Supply Chain And Logistics

☐ 4- Innovative MET Environment

☐ 5- New Trends In Maritime Transport And Job Opportunities

☐ 6- Efficiency Of Shipping Port Management From Environmental Perspectives

☐ 7- Renewable Energy Resources Alternatives In Maritime Industry

☐ 8- Marine Pollution And Climate Change New Challenges

Files

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

Browse... No file selected.

5. Finally, click on the "**Submit**" link to submit your abstract (as shown in Figure 9)

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

6. **Updating information**

- After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on "Submission #" for changing any information about the submission.

- Use the links at the top-right corner (update information, update authors, withdraw) if you want to update any information about the submission and authors or withdraw the submission.

    a. **Updating information about your submission**: select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.

    b. **Updating author information for your submission:** select "Up-date authors" to modify 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.

    c. **Uploading files**: the "Add file" link may be used to upload files.

    d. **Withdrawing the submission**: select "Withdraw" to withdraw the submission.

III. SUBMIT FULL PAPERS

1. The Scientific Committee will review all abstracts and notify the results and paper ID to authors.

2. The authors of accepted abstracts will be invited to submit full papers.

3. Please use the paper template provided on our conference website.

4. Use the links at the top-right corner, (update information, update authors, add file, and withdraw) as shown in Figure 10, if you want to update any information about the submission, authors, submit or withdraw the submission.

5. Submit a full paper by selecting "Add file". You will be able to select the file you want to upload with the link "Choose file".

6. Please bear in mind that only PDF files are supported in peer review process. Information of authors should not be presented in submission to reviewers.

7. Once you have uploaded a paper, you may change the file by selecting "Update file" from the right hand menu of this screen.

8. **Please note that you are unable to update the file after the full paper submission deadline.**

9. The system will send an email to confirm your submission. Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email.

10. Authors should double check the originality of your text with plagiarism check before submitting full paper to **AGA21 IAMUC** conference. Such website as, **1Text.com** or **Turnitin** could be helpful.

IV. SUBMIT YOUR REVISED PAPERS

1. If your full paper is accepted, we will ask you to submit your 1st revised paper. Please revise your paper considering all the reviewers' comments and modify the manuscript accordingly.

2. To upload the revised paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

3. We might ask authors to submit your 2nd revised paper electronically if the publisher has further requirements, mostly about technical issues or format of the paper.