

SIFA2010 Authors Guide to using EasyChair

February 15, 2010

Submission and review of papers for SIFA2010 will be managed through an online conference paper management system called ‘EasyChair‘ (www.easychair.org). This system gives you, the author, complete control over your submission. You can upload your paper, change details, check on the review status of your paper etc.

The procedure is quite simple; if nonetheless you encounter problems contact vittorio.morato@unipd.it

1 Create an EasyChair Account

You will need an EasyChair account to be able to submit your paper.

Go to <http://www.easychair.org/conferences/?conf=sifa2010>

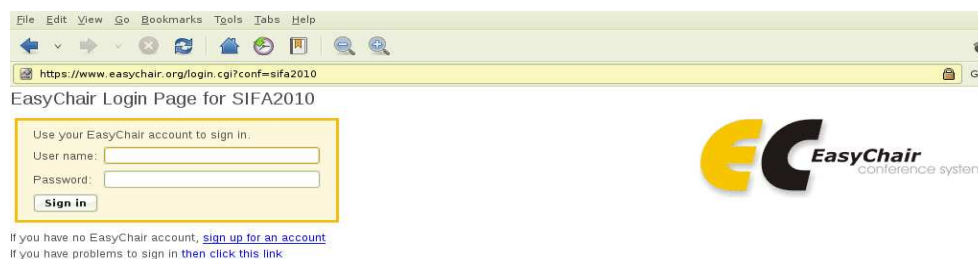


Figure 1: EasyChair account

If you do not have already an EasyChair account, click on “sign up for an account” (below the Login box)

Follow the EasyChair instructions to create your account; you will be required to provide a “secret word”. Then, you will receive an email from EasyChair with the subject “EasyChair login”.

Follow the link provided in this email and use your secret word to create a username and password so that you can access your SIFA2010 account. When you have created your account you can submit your paper or access any papers you have submitted by logging in to the EasyChair website www.easychair.org.

2 Navigating within EasyChair

When you login you will be taken to the welcome screen; navigate by using the menu at the top of the screen. If you have already submitted to SIFA2010 you will see your paper(s) listed on this screen and will be able to select them for editing if necessary (see section below).

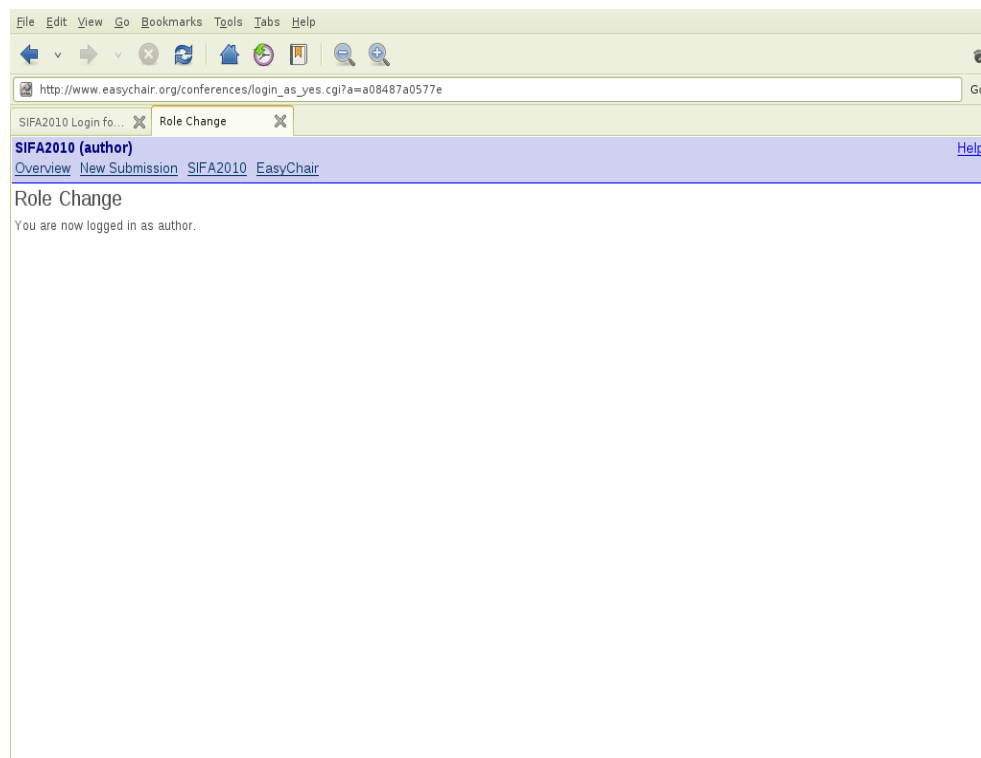


Figure 2: EasyChair navigation

3 New submission

Selecting the “New Submission” key will bring you to this screen. Complete all the fields as required and attach relevant documents before submitting.

IMPORTANT: Due to a not complete customizability of the EasyChair Platform:

- the “Abstract” of the EasyChair submission page corresponds to the “Short Abstract” of the SIFA2010 Call for Papers
- the “Paper” in the EasyChair submission page corresponds the “Long Abstract” of the SIFA2010 Call for Papers.

The screenshot shows a web browser window with the URL http://www.easychair.org/conferences/submission_new.cgi?a=a08487a0577e. The page title is "SIFA2010 (author)" and the main heading is "New Submission for SIFA2010". Below the heading, there is a note: "Follow the instructions, step by step, and then use the 'Submit' button at the bottom of the form. The required fields are marked by (*). More information about submission to SIFA2010 can be found in the [call for papers](#)." The "Address for Correspondence" section includes a text area for "Full postal Address (*)" and a text input for "Fax number (*)". The "Authors" section contains instructions and a list of bullet points: "Email addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.", "Homepage can be used in the conference Web pages, for example, for producing the program.", and "All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author." Below this, there is a form for "Author 1" with fields for "First name (*)", "Last name (*)", and "Email (*)".

Figure 3: SIFA2010 EasyChair Submission 1

The screenshot shows the "Title, Abstract and Other Information" section of the submission page. It includes a text input for "Title (*)" and a large text area for "Abstract (*)". Below these fields, there is a note: "The title and the abstract must be plain text, they should not contain HTML elements...". A section for "Category (*)" lists several options with radio buttons: "Metaphysics", "Philosophy of Language and Logic", "Epistemology", "Philosophy and History of Science", "Practical Philosophy (Ethics, Political Philosophy, Philosophy of Law)", "Philosophy of Mind", and "Aesthetics".

Figure 4: SIFA2010 EasyChair Submission 2

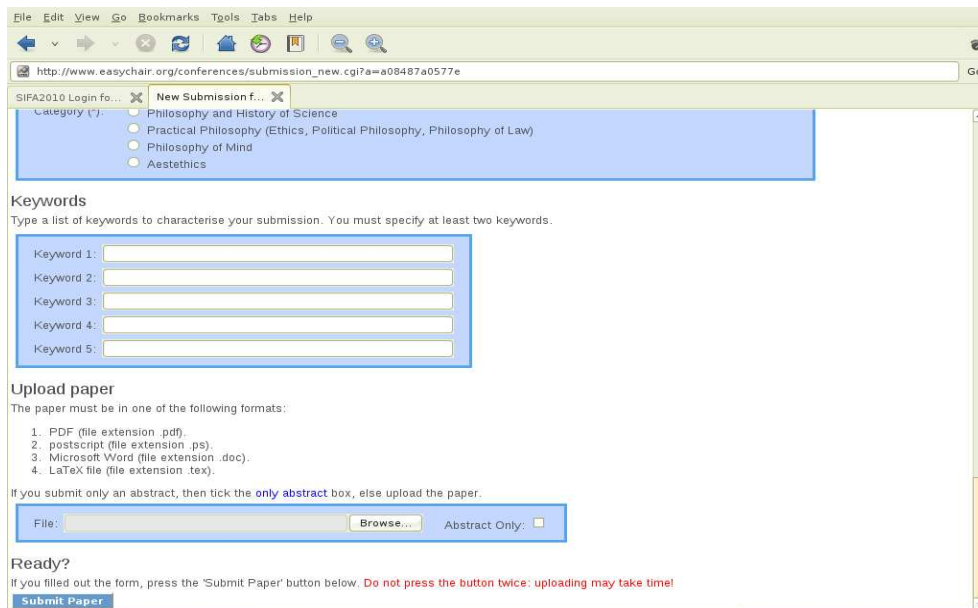


Figure 5: SIFA2010 EasyChair Submission 3

4 Changing your submission

From the Overview page (see figure 3), select the paper you want to make changes to, e.g., Paper 1.

Your paper will appear as SIFA2010 Submission 1, use the menu on the right hand side of the screen to:

- **Update information about your submission:** Select “Update information” from the right hand menu of the Submission screen; correct and fill out the form and press the “Change Information” button.
- **Updating author information for your submission:** Select “Update authors” from the right hand menu of the Submission screen; correct any information about the author(s) and click “submit”; in case of multiple authors, you can add or remove authors, update their details or the order of authors by selecting the “Reorder authors” button
- **Submitting another version of your paper:** Select “Submit a new version” from the right hand menu of the Submission screen. Select the file from your computer that you wish to upload Submit your paper for review by selecting the “Submit a New Version” button. Your paper will automatically be sent to the appropriate review panel for assessment.

5 Confirmation e-mail

At the end of the submission procedure (be it a new submission or an update of an old one), you will receive a confirmation e-mail from `sifa2010@easychair.org`

6 Further help

An EasyChair Help is available here:

<http://www.easychair.org/conferences/wiki.cgi?a=c08487a05780>