How to submit paper to the EDAS system

1. Submitting the paper

The *EDAS Conference and Journal Management System* is the platform used by the conference to submit and review all papers. No other means of submission are allowed. In order to submit a paper, first you need to <u>login to EDAS or create an account</u> if you do not have one yet.

1.1. Logging-in / creating an account

If you already have an EDAS account, <u>clicking here will take you to the conference submission</u> <u>page</u>. Insert your username and password; if you have forgotten your login details, click on **reset your password** and follow the on-screen instructions.

If you **do not have** an EDAS account, you will need to create one. The process is very similar to registering for any other website with user accounts. Note that a university, corporate or government email address will work better, <u>as general email addresses may delay the creation of the account (e.g. Gmail).</u>

- On the login screen, click on **create a new account** (image 1), which leads you to the user profile page.
- On the user profile page you need to provide some personal details and agree to EDAS'
 privacy policy. Please make sure this data is correct, as it is used throughout the
 whole conference; any typos inserted now will be carried over.
- When you submit your information, if there is already an account with a similar name, you may see a list of candidate user names. Check whether your name is already in the list; if yes, use that account. Having multiple EDAS accounts is likely to lead to confusion, such as mis-assigned reviews or papers that are "missing".
- Once you check the box This is not a duplicate and click on Add this person, the
 system checks whether it can reach your email address and sends you a password link
 by email. This ensures that the email address is working and that you can receive emails
 from EDAS. Usually, the password reset email arrives within a minute or two. Follow the
 instructions provided.

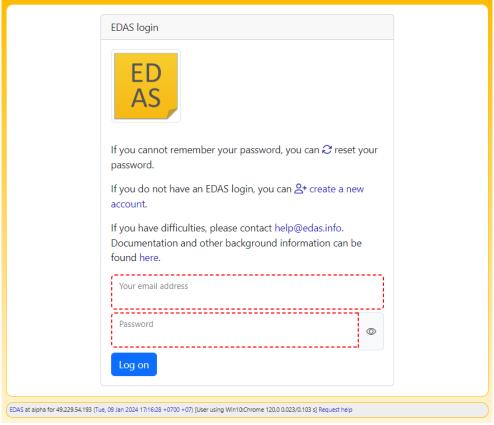


Image 1: log-in or create a new account.

1.2. Selecting the Track

Tracks are thematic clusters for the papers. It is very important that you select the most appropriate Track for your paper, as this will impact its reviews. Please read each track description carefully and what kind of papers are accepted. Once you have made your choice, click on the **track name** to select it (image 2).

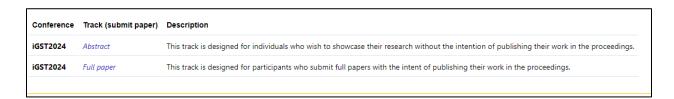


Image 2: track name of iGST2024

1.3. Registering the paper

In this section you are required to fill the metadata of your paper for it to be registered in EDAS (image 3).

- **Title** (include the subtitle here, if any)
- **Keywords** (3-8)
- **Abstract** (200-300 words)
- **Topics** (select the most relevant topic of your article)
- Add yourself as author (check this box if you are the first author of the paper; you can add more authors later)

Click on **Register paper** once all the data is filled and you have accepted the policy. You will see a new page with the details of your registered paper (image 4). Note that the **paper status** at this time is **Pending (no manuscript)**. This means that you have not yet uploaded the PDF file. You will receive an automatic email from EDAS after performing this step.

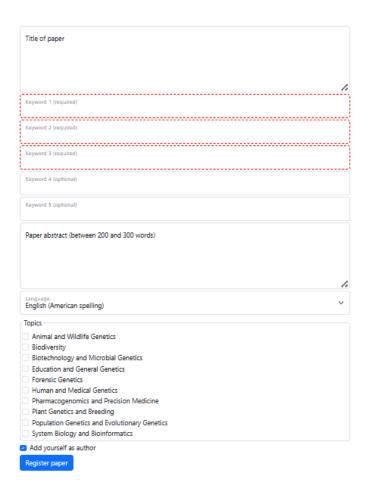


Image 3: registering the paper.

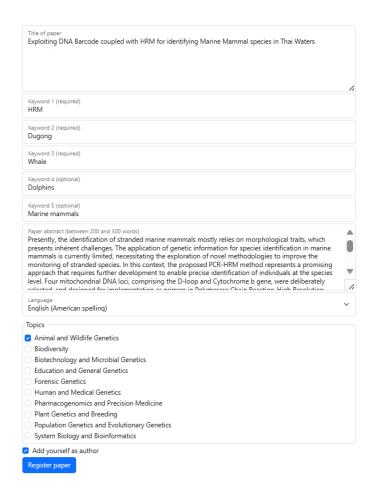


Image 4: paper registered successfully.

1.4. Uploading the PDF file

After the previous step, scroll down until you see the option to upload the paper in PDF. Note that the deadline for submission is already converted to your current timezone. **Submissions past this date are not allowed**. Select the PDF file from your computer and click on **Upload PDF** (image 5).

EDAS will automatically check a few things on the document, including size (A4) and page length (1 page for an abstract and 7 pages for a full paper). If you have not changed the paper template nor gone past the page limit, the upload should be successful and EDAS will display the message in image 5. Note that the **paper status** has changed to **Active (has manuscript)** (image 7). If there are errors with your paper, please fix them before resubmitting it. You will receive an automatic email from EDAS after performing this step.

You can upload an updated version of the paper at any time up to the submission deadline by clicking on the **cloud icon** next to **Paper for review** (image 7). **Do not register a new paper in EDAS if you just need to update the PDF file.** This can lead to desk-rejection.

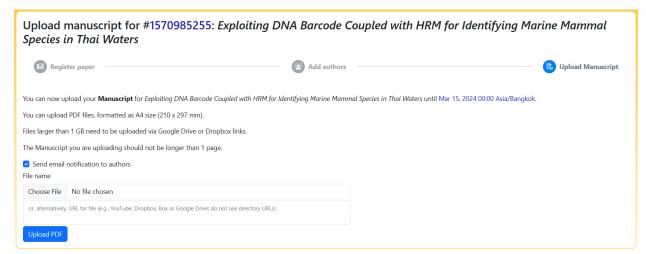


Image 5: uploading the PDF file.

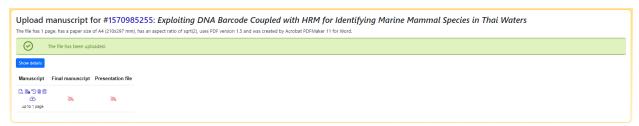


Image 6: upload successful.



Image 7: uploading an updated PDF file.

1.5. Adding co-authors

To add co-authors, go to the paper page and click on the **plus sign** next to **Authors** (image 8). A new page will appear where you can search for the co-author profile. Ideally, each co-author is registered in EDAS. A list of relevant profiles will appear after your search. Select the right one and click on **Select this person** (image 9).

If your co-author is not listed because he/she is not registered in EDAS, you can add him/her manually by clicking on **None of the above** (image 9) and following the on-screen instructions. A confirmation page will appear and you can continue adding co-authors this way. You will receive an automatic email from EDAS after performing this step. **Do not add authors who have not significantly contributed to the paper.**



Image 8: adding co-authors.

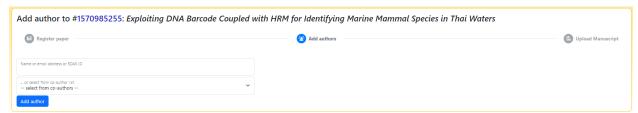


Image 9: selecting co-authors from list or create their profile.

1.6. Updating the paper after submission

You can edit the paper details up to the submission deadline. To do this, login to EDAS and on the top menu click on **My.**. **My papers** (image 10). Select the paper you want to edit. The column **Change value** (image 11) allows you to edit that field. Note that some fields cannot be edited by authors (e.g. paper status). You will receive an automatic email from EDAS after performing this step.

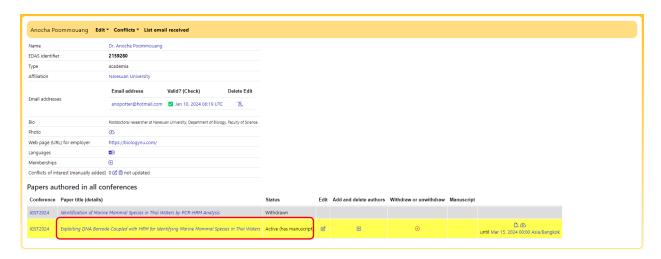


Image 10: accessing your papers.

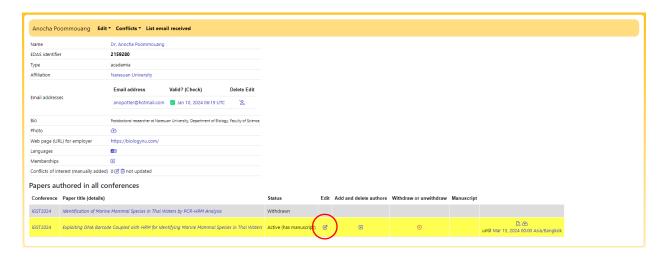


Image 11: editing your paper details.