

IGCESH 2022 Submission Guidelines for Authors

The submission and review of papers for IGCESH 2022 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, the complete control over your submission. You can upload your abstract and check on the review status of your submission.

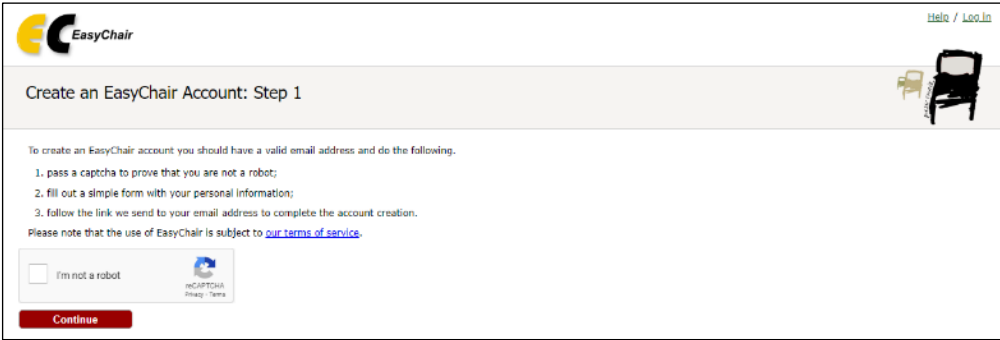
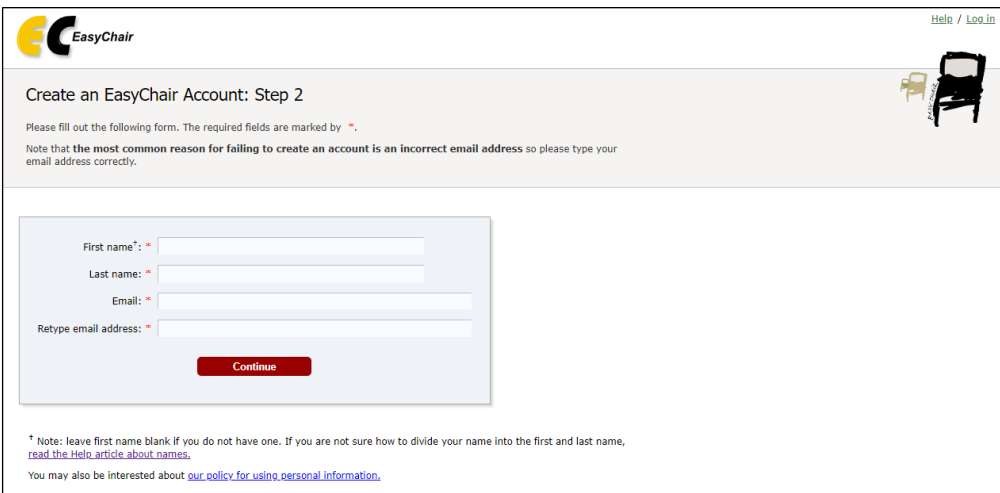
The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will then be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- 1) Setting up an account
- 2) Abstract submission
- 3) Draft paper submission
- 4) Revised paper submission
- 5) Final paper submission

While the procedure is quite simple and thus, we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: igcesh2022@utm.my.

The following are the submission guidelines for the authors. Kindly note that the figures in the right column of the table are for reference to the steps in the left column.

1. Setting up an account

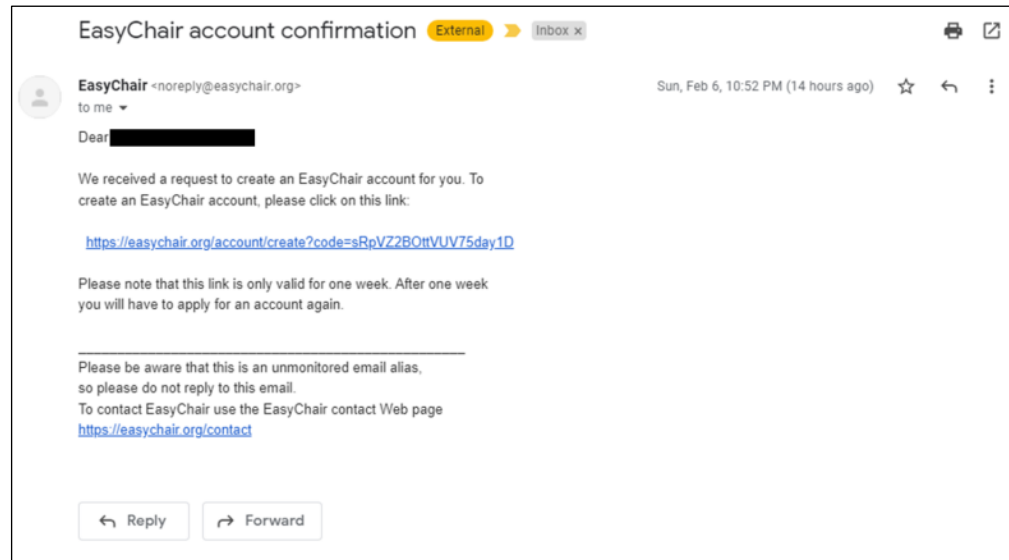
Steps	Figures
<p>1.1. Visit EasyChair website to start creating an account.</p> <ul style="list-style-type: none"> - Go to EasyChair website (https://easychair.org/conferences/?conf=igcesh2022). - Click “Create an account”. - Tick “I’m not a robot”, then click “Continue”. 	
<p>1.2. Fill in your name and email.</p> <ul style="list-style-type: none"> - Enter your name (first name: your given name; last name: family name). - Enter your email address. Please ensure your email address is reachable as a verification email will be sent. - Click “Continue”. 	

Steps

1.3. Click the link in email for confirmation.

- You will receive an email after registration as shown in the figure.
- Use the link provided in the email to continue with the registration process.

Figures



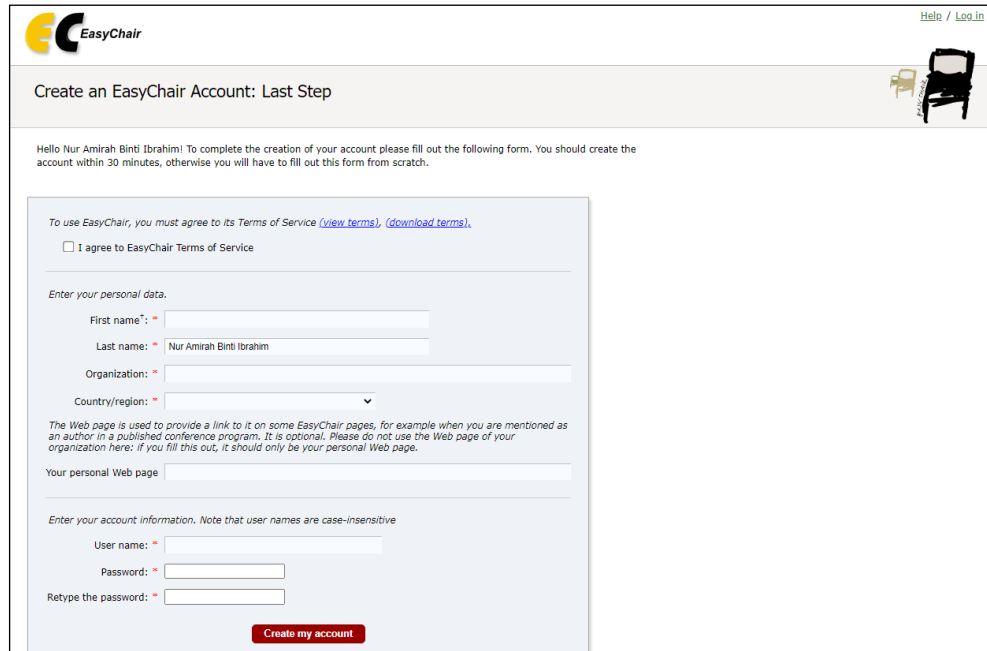
Steps

1.4. Fill up the form.

- Fill up all the required information including first name, last name, occupation, country/region and personal webpage as shown in the figure.
- Create your user name and password.
- Click “Create my account”

Note: 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 just need to ask the system to retrieve your password based on your username.

Figures



EasyChair Help / Log In

Create an EasyChair Account: Last Step

Hello Nur Amirah Binti Ibrahim! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name*:

Last name*: Nur Amirah Binti Ibrahim

Organization*:

Country/region*:

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your account information. Note that user names are case-insensitive

User name*:

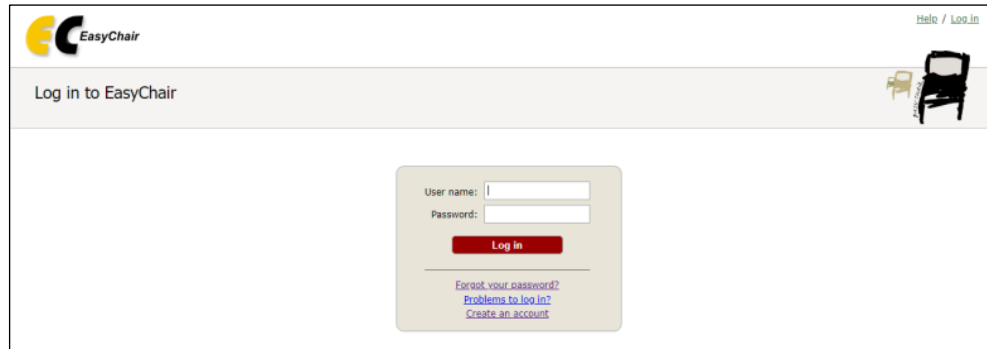
Password*:

Retype the password*:

[Create my account](#)

1.5. Log in to EasyChair.

-
- After the account is created, click on the link given or you may go to link below to log in your easy chair account:
<https://easychair.org/conferences/?conf=igcesh2022>
- Insert your username and password as shown in figure.



EasyChair Help / Log In

Log in to EasyChair

User name:

Password:


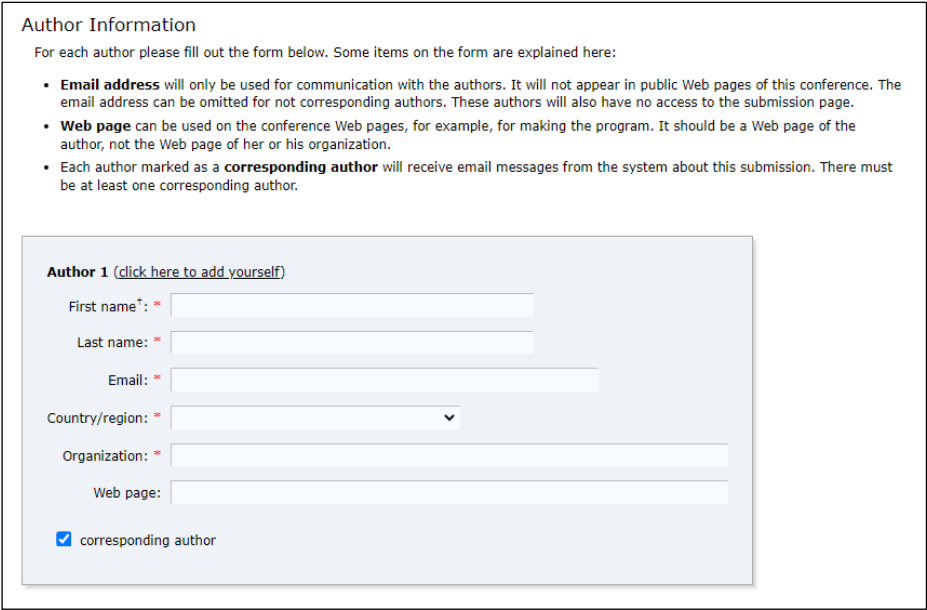
[Log in](#)

[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

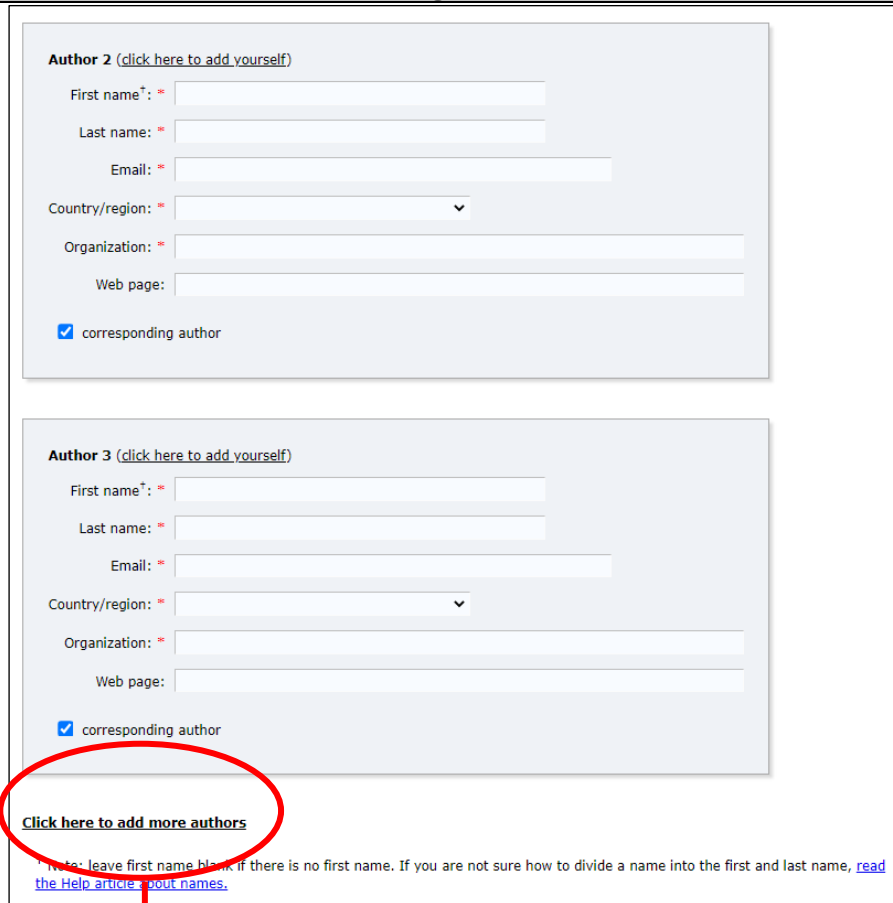
2. Abstract(s) Submission

Steps	Figures
<p>2.1. Start a new submission.</p> <ul style="list-style-type: none">- Log in to https://easychair.org/conferences/?conf=igcesh2022- Click “New Submission” (located at the top left corner of menu bar as shown in the figure).	 <p>Click “New submission”</p>
<p>2.2. Enter the information of author(s).</p> <ul style="list-style-type: none">- Fill up all the required information of first author including first name, last name, email, country/region, organization and web page as shown in the figure. <p>Note: You must use the same email address that you signed up with when creating the EasyChair account.</p>	

Steps

- For papers with more than 1 author, you can fill up information for co-authors by clicking the “click here to add more authors”.

Figures



The figure shows a screenshot of a web form for adding authors. It contains two identical sections for 'Author 2' and 'Author 3'. Each section has input fields for 'First name', 'Last name', 'Email', 'Country/region' (a dropdown menu), 'Organization', and 'Web page'. Below each section is a checkbox labeled 'corresponding author' which is checked. At the bottom of the form, there is a link 'Click here to add more authors' circled in red. Below the link is a note: 'Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, read the Help article about names.' A red arrow points from the link to the text below.

Click this link to add more authors.

Steps

2.3. Enter title, abstract and keywords.

- Fill up the title, abstract and keywords as shown in the figure.

Figures

Title and Abstract

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

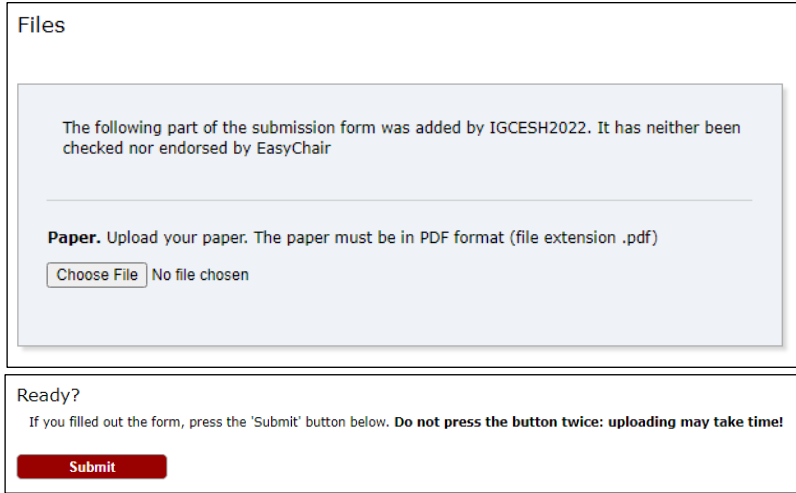
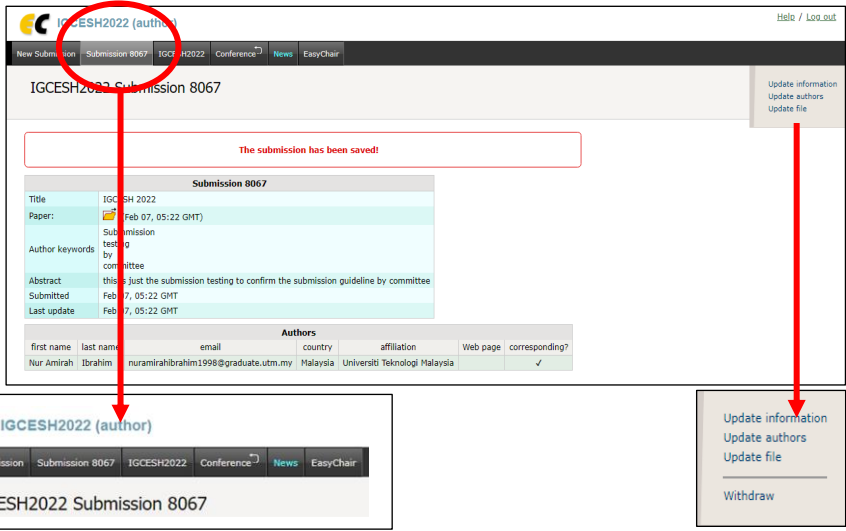
Title: *

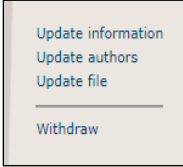
Abstract: *

Keywords

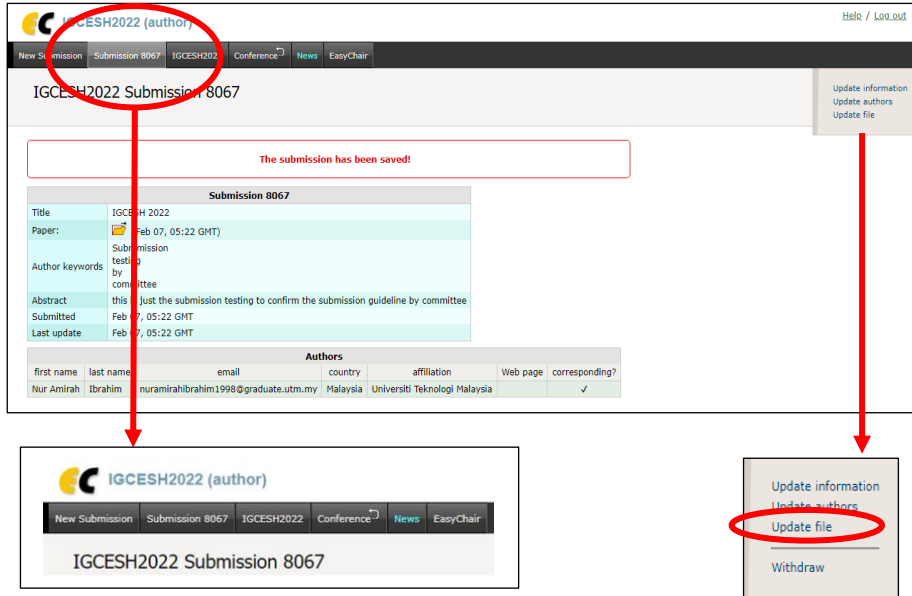
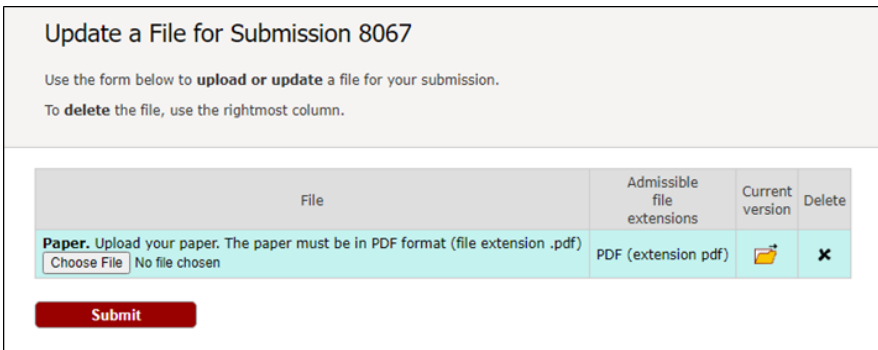
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

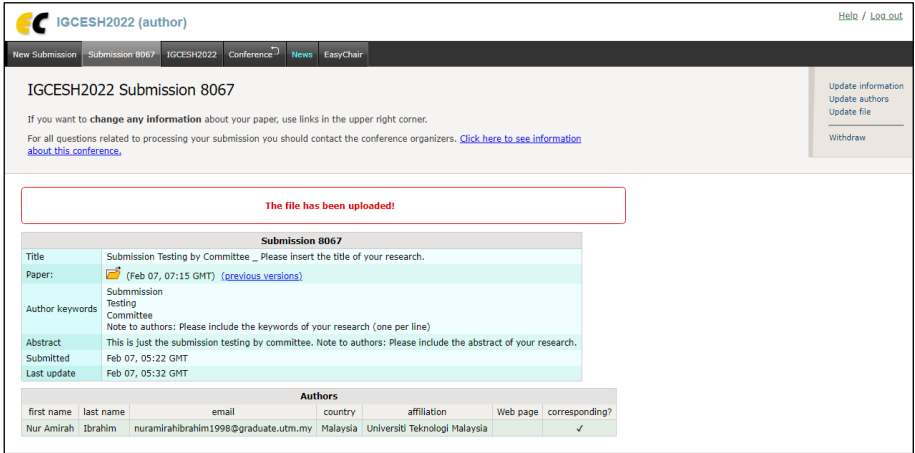



Keywords: *

Steps	Figures
<p>2.4. Upload and submit your abstract.</p> <ul style="list-style-type: none"> - Click choose file to upload your abstract. The abstract must be in PDF format. - Click “submit”. <p>Note: Please do not submit the full paper or any other files at this stage.</p>	
<p>2.5. Change information of submission.</p> <ul style="list-style-type: none"> - After completing the submission process, a new menu bar "Submission #", where # will be the submission number that are automatically generated by EasyChair; will be created as shown in the figure. <p>Note: A menu bar “My Submissions” will appear in the case of multiple submissions only.</p> <ul style="list-style-type: none"> - Click on “Submission #”. - Use links in the upper right corner to change the submission information as mentioned below: 	

Steps	Figures
<p>Links in upper right corner:</p> <p>Update information: Change title, abstract or keywords of the submission</p> <p>Update authors: Add, remove or reorder the authors</p> <p>Add file: Please DO NOT upload any file at this stage</p> <p>Withdraw: Withdraw submission</p> <p>Note: At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from igcesh2022@utm.my. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.</p>	 <p>The image shows a vertical list of four menu items: 'Update information', 'Update authors', 'Update file', and 'Withdraw'. A horizontal line is positioned between 'Update file' and 'Withdraw'.</p>

3. Draft paper submission

Steps	Figures																										
<p>3.1. Update your previously submitted abstract with draft paper</p> <ul style="list-style-type: none"> - Log in to https://easychair.org/conferences/?conf=igcesh2022 - Click on "Submission #" (or "My Submissions" in the case of multiple submissions) in the menu bar. - Click on "Update file" in the upper right corner. 	 <p>The submission has been saved!</p> <p>Submission 8067</p> <table border="1"> <tr><td>Title</td><td>IGCEH 2022</td></tr> <tr><td>Paper:</td><td>Feb 07, 05:22 GMT</td></tr> <tr><td>Author keywords</td><td>Submission testing by committee</td></tr> <tr><td>Abstract</td><td>this is just the submission testing to confirm the submission guideline by committee</td></tr> <tr><td>Submitted</td><td>Feb 07, 05:22 GMT</td></tr> <tr><td>Last update</td><td>Feb 07, 05:22 GMT</td></tr> </table> <table border="1"> <thead> <tr> <th>first name</th> <th>last name</th> <th>email</th> <th>country</th> <th>affiliation</th> <th>Web page</th> <th>corresponding?</th> </tr> </thead> <tbody> <tr> <td>Nur Amirah</td> <td>Ibrahim</td> <td>nuramirahibrahim1998@graduate.utm.my</td> <td>Malaysia</td> <td>Universiti Teknologi Malaysia</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p>Update information Update authors Update file</p> <p>Update information Update authors Update file Withdraw</p>	Title	IGCEH 2022	Paper:	Feb 07, 05:22 GMT	Author keywords	Submission testing by committee	Abstract	this is just the submission testing to confirm the submission guideline by committee	Submitted	Feb 07, 05:22 GMT	Last update	Feb 07, 05:22 GMT	first name	last name	email	country	affiliation	Web page	corresponding?	Nur Amirah	Ibrahim	nuramirahibrahim1998@graduate.utm.my	Malaysia	Universiti Teknologi Malaysia		✓
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<p>3.2. Upload draft paper</p> <ul style="list-style-type: none"> - Click "Choose file" to upload a draft paper as shown in the figure. 	 <p>Update a File for Submission 8067</p> <p>Use the form below to upload or update a file for your submission. To delete the file, use the rightmost column.</p> <table border="1"> <thead> <tr> <th>File</th> <th>Admissible file extensions</th> <th>Current version</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Paper. Upload your paper. The paper must be in PDF format (file extension .pdf) Choose File No file chosen</td> <td>PDF (extension pdf)</td> <td></td> <td></td> </tr> </tbody> </table> <p>Submit</p>	File	Admissible file extensions	Current version	Delete	Paper. Upload your paper. The paper must be in PDF format (file extension .pdf) Choose File No file chosen	PDF (extension pdf)																				
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Steps	Figures																																			
<p>3.3. Submit draft paper</p> <ul style="list-style-type: none"> - Click “submit”. Successful submission will be notified by a pop-up notification “The file has been uploaded!”, as shown in figure. - You may repeat the same procedure to submit revised paper and final paper by updating the previous file. <p>Note: Once the draft paper review process is completed, you will receive acceptance/rejection notification with reviews by email.</p>	 <p>The screenshot shows the IGCESH2022 submission interface. At the top, there is a navigation bar with 'New Submission', 'Submission 8067', 'IGCESH2022', 'Conference', 'News', and 'EasyChair'. The main heading is 'IGCESH2022 Submission 8067'. Below this, there is a message: 'If you want to change any information about your paper, use links in the upper right corner. For all questions related to processing your submission you should contact the conference organizers. Click here to see information about this conference.' On the right side, there is a menu with 'Update information', 'Update authors', 'Update File', and 'Withdraw'. A red-bordered box highlights a notification: 'The file has been uploaded!'. Below this, there is a table for 'Submission 8067' with fields for Title, Paper, Author keywords, Abstract, Submitted, and Last update. At the bottom, there is an 'Authors' table with columns for first name, last name, email, country, affiliation, Web page, and corresponding?.</p> <table border="1" data-bbox="1128 499 1688 651"> <thead> <tr> <th colspan="2">Submission 8067</th> </tr> </thead> <tbody> <tr> <td>Title</td> <td>Submission Testing by Committee _ Please insert the title of your research.</td> </tr> <tr> <td>Paper:</td> <td> (Feb 07, 07:15 GMT) (previous versions)</td> </tr> <tr> <td>Author keywords</td> <td>Submission Testing Committee Note to authors: Please include the keywords of your research (one per line)</td> </tr> <tr> <td>Abstract</td> <td>This is just the submission testing by committee. Note to authors: Please include the abstract of your research.</td> </tr> <tr> <td>Submitted</td> <td>Feb 07, 05:22 GMT</td> </tr> <tr> <td>Last update</td> <td>Feb 07, 05:32 GMT</td> </tr> </tbody> </table> <table border="1" data-bbox="1128 655 1724 707"> <thead> <tr> <th colspan="7">Authors</th> </tr> <tr> <th>first name</th> <th>last name</th> <th>email</th> <th>country</th> <th>affiliation</th> <th>Web page</th> <th>corresponding?</th> </tr> </thead> <tbody> <tr> <td>Nur Amirah</td> <td>Ibrahim</td> <td>nuramirahibrahim1998@graduate.utm.my</td> <td>Malaysia</td> <td>Universiti Teknologi Malaysia</td> <td></td> <td>✓</td> </tr> </tbody> </table>	Submission 8067		Title	Submission Testing by Committee _ Please insert the title of your research.	Paper:	 (Feb 07, 07:15 GMT) (previous versions)	Author keywords	Submission Testing Committee Note to authors: Please include the keywords of your research (one per line)	Abstract	This is just the submission testing by committee. Note to authors: Please include the abstract of your research.	Submitted	Feb 07, 05:22 GMT	Last update	Feb 07, 05:32 GMT	Authors							first name	last name	email	country	affiliation	Web page	corresponding?	Nur Amirah	Ibrahim	nuramirahibrahim1998@graduate.utm.my	Malaysia	Universiti Teknologi Malaysia		✓
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4. Revised paper submission

- If your draft paper was accepted, we request that you submit your revised paper electronically.
- To upload your revised paper, click on “Submission #”
- Select “Update file” from the right-hand menu of the Submission screen.
- Select and upload your revised paper.
- Click on “Submit” to submit your revised paper.

5. Final paper submission

- After the final revision, we request you to submit your final paper electronically.
- To upload your final paper, click on “Submission #”.
- Select “Update file” from the right-hand menu of the Submission screen.
- Select and upload your final paper.
- Click on “Submit” to submit your final paper.